

## Sole Source/ Proprietary Request Form

### COUNTY POLICY ON SOLE SOURCE CONTRACTS:

It is the policy of the County of Orange to solicit competitive bids and proposals for its procurement requirements. Sole source procurement shall not be used unless there is clear and convincing evidence that only one source exists to fulfill the County's requirements. All sole source purchases requiring Board of Supervisors approval shall be justified as meeting the sole source standard in the Agenda Staff Report. The Agenda Staff Report shall clearly state that it is a sole source procurement. The Sole Source Justification, as described below, shall be attached within the Agenda Staff Report (CPM, Section 4.4)

### SECTION I – INSTRUCTION FOR COMPLETING THIS FORM:

- Formal justification is required for sole source procurements when competitive bid guidelines require pricing from competing firms.
- A written justification will be prepared by the department and approved by the department head or designee.
- Prior to execution of a contract, the County Purchasing Agent or designee shall approve ALL sole source requests for commodities that exceed \$250,000 and services exceeding \$50,000 or a two (2) year consecutive term, regardless of the contract amount.
- If vendor is a retired, former Orange County employee, CEO Budget shall approve the sole source request, regardless of the sole source amount.
- Board approval is required for all sole source contracts for commodities that exceed \$250,000 and services exceeding \$50,000 or a two (2) year consecutive term, regardless of the contract amount.
- The Deputy Purchasing Agent (DPA) shall retain a copy of the justification as part of the contract file.
- Valid sole source request contain strong technological and/or programmatic justifications.
- Sole source procurements may be approved based upon emergency situations in which there is not adequate time for competitive bidding.
- Sole source requests for Human Service contracts will be guided by the regulations of the funding source.
- Each question in Section III of this form must be answered in detail and signed by the department head with concurrence of the Deputy Purchasing Agent.

### SECTION II – DEPARTMENT INFORMATION

Department: OCCR/OC Public Libraries		Date: September 4, 2013	
Vendor Name: Baker & Taylor / Bridgeall Libraries		Sole Source BidSync Number: 013-6088455 - CT	
Is the above named vendor a retired employee of the County of Orange? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If "Yes", review and Approval is required from CEO Budget prior to contract execution.			
Amount: 1st year: \$5,000	Contract Term (Dates): 3-year term 2/1/14 - 1/31/17	Is Agreement Grant Funded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Funding Source: OCPL Percent Funded: 100 Proprietary? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type of Request: <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Multi-Year <input type="checkbox"/> Amendment <input type="checkbox"/> Increase <input type="checkbox"/> Retired Former Employee			
Board Date: 1/28/14	ASR Number: 13-000648	If not scheduled to go to the Board explain why?	
Does Contract include Non-Standard Language? If yes, explain in detail. yes, Termination Indemnification			
Was Contract Approved by Risk Mgmt? N/A		Was Contract Approved by CoCo? yes	



Were any exceptions taken? If yes, explain in detail.

yes, Termination, Indemnification

### SECTION III – SOLE SOURCE JUSTIFICATION

1. **Provide a description of the type of contract to be established.** (For example: is the contract a commodity, service, human service, public works, or other – please explain.) *This is a service sole source contract.*  
A collection-analysis technology to work parallel with the OC Public Libraries integrated library system.
2. **Provide a detailed description of services/commodities to be provided by the vendor.** (This information may be obtained from the scope of work prepared by the County and the vendor's proposal that provides a detailed description of the services/supplies). Attach additional sheet if necessary.  
Product called CollectionHQ (CHQ) *which* can extract data from any integrated library system and, through a series of web-based modules, create a data-driven plan to build and deploy a library's physical collection. Is considered evidenced based stock management and demand analysis. *CHQ is a unique subscription based software service.*
3. **Please state why the recommended vendor is the only one capable of providing the required supplies and/or commodities.** Include any back-up information or documentation which supports your recommendation. (Acceptable responses to this question will include strong programmatically/technological information that supports the claim that there is only one vendor that can provide the services and/or commodities). Attach additional sheet if necessary.  
Proprietary to Bridgeall Libraries, in Scotland, sold under the umbrella of Baker & Taylor, who acquired the company in December 2011.
4. **Please list any other sources that have been contacted and explain in detail why they cannot fulfill the County's requirements.** (Responses to this section should include information pertaining to any research that was conducted to establish that the vendor is a sole source. Responses should include information pertaining to discussions with other potential suppliers and why they were no longer being considered by the County). Answers to this section may be provided by the requestor and the Deputy Purchasing Agent as appropriate. Attach additional sheet if necessary.

A source contacted was our own Integrated Library Systems (ILS) vendor, SirsiDynix, who had a service we utilized to help create reports for our system called Director's Station. At the time of purchase in the recent past, this particular service met our needs fairly well, but we discovered that – in time – its access was too limiting for staff, and it became overly expensive in its return on investment, since only one or two people were actively using it. A second source, another ILS vendor, Innovative Interfaces, Inc. (or ILL) has its own collection analysis product called Decision Center, but it does not live independently from its ILS, so we would need to convert to ILL before we would be able to use this service. This is not in our best interests at the present time, especially financially. We reviewed a number of case studies in a professional library journal that featured this new web-based evidence-based collection development/management service which runs independently from all the ILS. We personally contacted the San Diego County Library System, a local like-sized system to OC Public Libraries, which incorporated CollectionHQ into their workflows. Their staff spoke volumes about the cost savings and increased efficiency of this software and how it helps San Diego move their



collections in more effective ways to the public. Evidence-based collection development is a very good way to have your library materials dollars go further than in the past, and an effective way to develop more responsive collections to meet the patrons where they are. Also, found an RFP solicited by City of Aurora, Colorado (Procurement Agent, Michelle Ratcliff) 1. Purchasing Agent solicited in 2011 (RFP-R-1509) for EBSM Software System. 2. Solicitation closed and no proposal were received. 3. Requested list of vendors who may have expressed interest in solicitation, no response. Also found website for SmartSM which had indicated they were working on EBSM Software 1. When researching on internet, sent an email to customer service via website requesting more information about their product. 2. Read positive feedback from bloggers and libraries in England. 3. Revisited website and a notice indicated that have rebranded themselves as CollectionHQ.

5. **How does recommended vendor's prices or fees compare to the general market? Attach quotes for comparable services or supplies, if available. Attach additional sheet if necessary.**

This market is untapped at this moment. Evidence Based Stock Management (EBSM.com) is a methodology used by libraries in manual form. CollectionHQ is first of its kind to program this methodology into a software. The two companies found on the internet were SmartSM and Bridgeall. Both companies are associated with CollectionHQ Software. Expertise currently lies with this company only. Cost for this service with other vendors is heavily dependent on being part of their product line and family of software support services, so a price equivalent would not be relative in comparing "apples to apples." CollectionHQ works independently of any other vendors services, which no other comparable product can.

6. **If recommended vendor could not provide the product or service, how would the County accomplish this particular task? Attach additional sheet if necessary.**

Unknown how we would duplicate this software application.

7. **If vendor is a retired, former employee, has the vendor previously been rehired as a working retiree or a contractor within the last three years?** ☐ Yes ☒ No

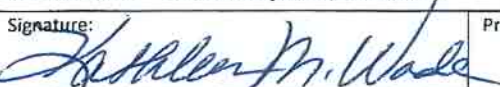
If yes, provide the following information: a) If a working retiree, provide time periods worked, hours worked, and hourly amounts paid. b) If a contractor (regardless of scope of work), provide contract dates, scope of work, and total amounts paid under each contract. Attach additional sheets if necessary.

n/a

8. **If the vendor is a retired, former employee, provide explanation/support for hiring the retired, former employee as a vendor instead of a working retiree. Attach additional sheet if necessary.**

n/a


#### SECTION IV – AUTHOR/REQUESTOR

Signature: 	Print Name: Kathleen M. Wade	Date: September 4, 2013
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#### SECTION V – CEO BUDGET APPROVAL (Review and approval is required when vendor is a Retired, Former Employee.)

Signature:	Print Name:	Date:
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**SECTION VI – DEPUTY PURCHASING AGENT CONCURRENCE**

Signature: 	Print Name: Lydia Garcia	Date: 9/16/13
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**SECTION VII – DEPARTMENT HEAD APPROVAL**

Signature: 	Print Name: Helen Fried	Date: September 4, 2014
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**SECTION VIII – COUNTY PROCUREMENT OFFICE**

County Procurement Office review and approval required when the value of the sole source agreement exceeds \$50,000. Approvals obtained electronically through BidSync.