



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.14.

2/23/2021

Subject:

Approval, Re: Advertise Request for Proposals for an Integrated Library System (ILS)

Fiscal Impact:

Funding for the Integrated Library System is budgeted in Fund 1700 (Grants), Cost Center 303083 (State Aid to Library). Current annual expenditure is \$133,712.

Dept/Office:

Library Services

Requested Action:

It is requested the Board of County Commissioners approve and:

- 1) Authorize the advertisement of a Request for Proposal for an Integrated Library System (ILS).
- 2) Authorize the following individuals to be appointed to the Selection and Negotiation Committees:
 - Library Services Director
 - Tina Hare, I.T. Engineer II
 - Christine Sullivan, Library Director III
- 3) Authorize the Chair to execute all resulting contracts and contract related documents upon review and approval by the County Attorney's Office, and Risk Management, and Purchasing Services.
- 4) Authorize the County Manager to approve any necessary budget change requests.

Summary Explanation and Background:

The Brevard County Library System is seeking a qualified vendor to provide and support an Integrated Library System (ILS) that will meet Brevard County Libraries' requirements for functionality, scalability, reliability, and manageability. The vendor is to provide all software and services required to implement the complete system. An Integrated Library System (ILS) is an enterprise level software package that manages, integrates, and centralizes core library functions. ILS systems and related third party products are designed to help libraries by providing increased operational efficiency, access to the library's collections, access to external resources, and an enriched experience for the library's patrons. A well-established ILS is the central nervous system of the library. The system is complex with many inter-related modules such as administration (configurations and maintenance of settings), cataloging (management of MARC records), item maintenance, circulation (check-in, check-out, renewals) reservation of items, acquisitions, and an online public access catalog with self-service features. Through the issuance of this Request for Proposal (RFP), the County is soliciting proposals from eligible technology integrators for the design, integration, implementation, training, support and maintenance of library automation systems.

The agreement would be effective for an initial term of five (5) years from its date of execution with annual renewal options for five (5) additional years on the contract anniversary after the initial five (5) year term.

Contact: Geraldine Prieth, Interim Library Services Director, 321-633-1816

Clerk to the Board Instructions:

Please return copy to Geraldine Prieth, Library Services Department, 308 Forrest Avenue, 2nd Floor, Cocoa, FL 32922.



February 24, 2021

M E M O R A N D U M

TO: Geraldine Prieth, Interim Library Services Director

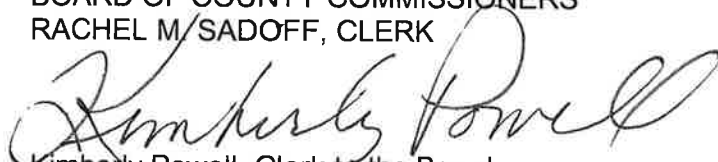
RE: Item F.14., Approval to Advertise Request for Proposals (RFP) for an Integrated Library System (ILS)

The Board of County Commissioners, in regular session on February 23, 2021, authorized the advertisement of an RFP for an ILS; authorized the Library Services Director, Tina Hare, IT Engineer II, and Christine Sullivan, Library Director III, to be the Selection and Negotiation Committee; authorized the Chair to execute all resulting contracts and contract-related documents upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services; and authorized the County Manager to approve any necessary Budget Change Requests.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK



Kimberly Powell, Clerk to the Board

cc: County Manager
Central Services
Finance
Budget