



Monterey County

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-035

June 21, 2022

Introduced: 1/4/2022

Current Status: Agenda Ready

Version: 2

Matter Type: General Agenda Item

- a. Approve and Authorize the Library Director or her Designee, to sign a Professional Services Agreement (PSA) with Envisionware, Inc., for library automation software and purchase of hardware equipment (self-check machines), in the amount not to exceed \$130,000, for the period of three years beginning July 1, 2022 through June 30, 2025; and
- b. Approve non-standard risk provisions in PSA and in End User License Agreement, Exhibit B to PSA, as recommended by the Library Director; and
- c. Authorize the Library Director or his/or her Designee, to execute up to one future Amendment to this agreement that does not significantly change the scope of work and does not cause an increase of more than 10% (\$13,000) of the original contract amount.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and Authorize the Library Director or her Designee, to sign a Professional Services Agreement (PSA) with Envisionware, Inc., for library automation software and purchase of hardware equipment (self-check machines), in the amount not to exceed \$130,000, for the period of three years beginning July 1, 2022 through June 30, 2025; and
- b. Approve non-standard risk provisions in PSA and in End User License Agreement, Exhibit B to PSA, as recommended by the Library Director; and
- c. Authorize the Library Director or his/or her Designee, to execute up to one future Amendment to this agreement that does not significantly change the scope of work and does not cause an increase of more than 10% (\$13,000) of the original contract amount.

SUMMARY/DISCUSSION:

The Board of Supervisors, as the governing body of the Monterey County Free Libraries system, is empowered to approve funds for us to spend on much needed equipment and software. The requested hardware and software will improve efficiency, overall service to the public, and improve sustainability of the level of services.

As a result of this agreement, the Library will be able to provide 10 more self-check machines and 5 Coin and Bill Receptors, allowing patrons to put money on their library cards to pay for print jobs, and to allow the Library to have a station where patrons can check out material, release print jobs, reserve a computer, pay their fines, release mobile print jobs, and reserve a meeting room or library equipment. Accordingly, this agreement will enable the Library to meet the following strategic goals:

- Equitable access
- Technological stability and longevity
- Complement to existing physical resources or services
- Projected enhancements to service, added convenience, or reduced cost

The agreement with Envisionware captures the purchase of self check machines as well as software subscription. The agreement also captures prepayment of the second and third year of service subscription. Prepaid subscription was approved by Auditor’s Office.

OTHER AGENCY INVOLVEMENT:

County Counsel has approved the agreement as to form. Risk has reviewed as to risk provisions. Auditor-Controller has approved the agreement as to financial terms. Contracts and Purchasing Department reviewed regarding standard contract requirements. IT Department will be assisting the Library in the implementation of the new software and hardware.

FINANCING:

MCFL previously received a \$57,000 funding from the Foundation from Monterey County Free Libraries. The rest of the financing on this agreement will come from the FY 22-23 library budget, under the Minor Computer Software budget appropriation.

The Library’s FY 22-23 budget has sufficient appropriation to cover current expenditures related to this Professional Service Agreement.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability, and transparency.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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- Attachments:
- Board Report
 - County Standard Agreement between MCFL and Envisionware
 - Exhibit A: Envisionware SOW

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Exhibit B: Envisionware End User License Agreement