



# Monterey County

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## Board Report

Legistar File Number: 14-1110

March 24, 2015

**Introduced:** 10/2/2014

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- a. Approve and Authorize the Purchasing Agent or designee to enter into a Purchase Agreement with Evanced Solutions, LLC, for a permanent perpetual license in the total amount not to exceed \$27,828.00 over the 5 year term of the agreement, for the use of web based Library software services consisting of three modules - "Spaces", "SignUp" and "Summer Reader" for the (one-time payment of \$15,000), and for maintenance services for a period of five years (\$2,700.00 beginning the second year of usage), and set up and implementation fees (\$2,028.00)
- b. Approve non-standard terms and conditions based on the recommendation of the Library Director.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and Authorize the Purchasing Agent or designee to enter into a Purchase Agreement with Evanced Solutions, LLC, for a permanent perpetual license in the total amount not to exceed \$27,828.00 over the 5 year term of the agreement, for the use of web based Library software services consisting of three modules - "Spaces", "SignUp" and "Summer Reader" for the (one-time payment of \$15,000), and for maintenance services for a period of five years (\$2,700.00 beginning the second year of usage), and set up and implementation fees (\$2,028.00);
- b. Approve non-standard terms and conditions based on the recommendation of the Library Director.

### SUMMARY/DISCUSSION:

The recommended action will enable Monterey County Libraries to streamline the processes of booking public meeting rooms, lending equipment and promoting and managing program participation by automating these processes. With this software, the public will be able view the availability of County Library meeting rooms and book them online with their library card number. Patrons will also be able to view library events and programs offered throughout the County Library system and register online to participate. It will also enable the Libraries to manage and track Annual Summer Reading participation and offer an online version of the program. All of these services are currently handled manually by staff. The Evanced program will automate these processes and generate online reports and statistics that are critical for evaluating services, for completing State Library reports and for seeking supplemental grants and funds. It will also provide the public with online services they have come to expect of leading public libraries.

“Spaces” is a web based module that provides an online interface between Library patrons and Library Staff in completing Meeting Room reservations and equipment booking. Patrons can monitor pending room and equipment requests and view their reservation histories. Patrons are automatically notified about room request status and confirmations via email. Reservations are currently handled manually by staff. “Spaces” will automate this process and facilitate more efficient work processes and improve customer service.

“Sign up” is the second module of the license. This module is a calendaring and events software program enabling the Library to widely promote special programs and community meetings with detailed descriptions, photos and video. This service allows patrons to register online for upcoming Library events on their own. With this service, the Library can market programs more effectively and monitor event and program participation. It also provides online reports and statistics used for State required Library statistics and program evaluation.

The third module is “Summer Reader”. This online service allows the Library to build engaging online reading programs that Monterey County patrons can access from anywhere at any time. This service provides online, mobile or in-house program registration and online reading logs. This service will provide tracking and management of registration, participation, and prize distribution and will produce detailed reports and statistics that are required for State Library Statistics.

OTHER AGENCY INVOLVEMENT:

The proposed Purchase Agreement has been reviewed and approved as to form by the Office of the County Counsel. The Auditor- Controller’s Office approved the document as to fiscal terms, and by the Information Technology Department and Risk Management Department regarding nonstandard computer/technology projects.

FINANCING:

The recommended Purchase Agreement provides for an amount not to exceed \$15,000.00 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. CONTRACTOR’S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

Purchase (Permanent Perpetual Licenses) with Evanced Hosting:

Module Purchase Price: \$15,000.00 (one-time cost)

Annual Maintenance beginning year 2 - \$2700.00 for all 3 modules  
(Spaces, Sign Up and Summer Reader)

Total Maintenance for term of Agreement: \$10,800.00

Annual Maintenance fee is charged at the start of Year 2, date of which is the

anniversary of the signing date of the contract, and includes all upgrades, customer support and online training. Discounts for multiple modules reflected in purchase price.

In addition, in order to set up the program there is an additional one time cost to implement the Sign up and Spaces programs of \$650.00, and an one-time Authentication fee of \$750.00 and an annual maintenance fee, starting in year two of \$157.00 for the authentication process.

The total potential Agreement fiscal liability to the County under this Agreement will therefore be \$27,828.00 for the life of the Agreement. If the County wishes to continue using this program beyond the Agreement's term, there may be an increase in annual maintenance fees, but the licenses are permanent and perpetual.

Funds have been included in the Library Budget Unit 6110 for FYs 2014-15 to cover the initial costs of this Purchase Agreement and the installation costs stated above. On an annual basis the costs of the License and maintenance will be included in the Library Budget request. There is no additional cost to the County General Fund associated with this recommendation.

Prepared by:

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Approved by:  
Jayanti G. Addleman  
Library Director  
(831)883-7566

Attachments:

The Agreement and sole source justification document is on file with the Clerk of the Board.

Cc: Charles J. McKee, County Counsel  
Michael Miller, Auditor-Controller  
Mike Derr, County Contracts-Purchasing Manager  
Steve Mauck, Risk Management  
Dianah Neff, Information Technology Department