

Report to/Rapport au :

**OTTAWA PUBLIC LIBRARY BOARD
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**

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**Submitted by/Soumis par :
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Ref N°: OPLB-2014-0002

SUBJECT: Approval of purchase of RFID Tags for new material

OBJET : Approbation d'achat d'étiquettes RFID pour le nouveau matériel

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the following purchases from Bibliotheca related to the RFID tagging of new library material in 2014 totaling \$174,545.00, plus applicable taxes.

RECOMMANDATION DU RAPPORT

Que le C.A. de la Bibliothèque publique d'Ottawa approuve les achats suivants auprès de Bibliotheca, relatifs à l'étiquetage RFID du matériel de la bibliothèque acquis en 2014, achats totalisant 174 545,00 \$, taxes applicables en sus.

BACKGROUND

RFID has been approved by the OPL Board as a key priority in the 2012-2015 Strategic Plan. RFID is a pillar in the 2014 OPL budget supporting fiscal sustainability through the implementation of technology. RFID is helping to address OPL's future growth needs, current and foreseeable financial conditions, and pressures associated with an aging work force. OPL's equipment is currently a mix of RFID-enabled equipment and barcode equipment. Since OPL is transitioning from barcode equipment to RFID equipment, over several years, there is a need to currently process new library material with both RFID tags and with barcodes. This need will continue until OPL has implemented RFID technology within all of its branches.

Collection management processes approximately 300,000 new physical items in a year, which will require double-tagging during the phase-in of RFID technology.

DISCUSSION

This report is recommending sole-sourcing as a result of the approvals made by the Board on April 16, 2012. A Request for Tender was issued on Merx on February 9, 2012 and closed on March 1, 2012 with 11 vendors submitting bids. Bibliotheca (Ottawa, ON) was awarded the contract to supply and deliver RFID Tags based on lowest price and meeting quality standards, and approved by the OPL Board on April 16, 2012.

One additional extension option was available in the tender document; and allows OPL to extend this contract to April 1, 2014. Bibliotheca has agreed to the same unit rates, terms and conditions of RFT18112-52500-T01; and bid submission dated February 28, 2012. The 2014 purchase will provide collection management with a one year supply of RFID combo tags, including:

1. Purchase of 30,000 full-coverage tags for discs with OPL logo, at a cost of \$19,445.00;
2. Purchase of 45,000 square RFID-barcode combo tags for multimedia items with OPL logo at a cost of \$20,675.00; and,

3. Purchase of rectangular 300,000 pre-encoded RFID-barcode combo tags for printed material at a cost of \$134,425.00.

The procurement of RFID goods and services described above is a key component of the system-wide implementation of RFID at the Ottawa Public Library. The OPL is seeking approval for the purchase of **\$174,545.00** (pre-tax) of goods.

CONSULTATION

The Library's management team and the City's Procurement department were consulted in the development of this report.

LEGAL IMPLICATIONS

There are no legal implications.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

ACCESSIBILITY IMPACTS

AODA compliance measures are integrated into collection management practices.

TECHNOLOGY IMPACTS

There are no technology implications associated with this report.

FINANCIAL IMPLICATIONS

\$100,000 of the total cost of this purchase will be funded through Digital Services' operating budget 170005/502445 while the remaining cost (\$74,545) will be funded through Collection Management's operating budget 170007/505003. As the total cost is within budgeted funds, OPL staff are recommending that the purchase be made as described above.

BOARD PRIORITIES

The report aligns with the OPL Board's Strategic Direction A: Services that are relevant, accessible, and customer centric.

SUPPORTING DOCUMENTATION

- Doc 5, Approval of 2012 RFID Tenders, OPL Board, April 16, 2012
- Doc 4, Approval of purchase of RFID Tags for new material, January 14, 2013
- Doc 2, Adoption of OPL 2014 Draft Budget, November 21, 2013

DISPOSITION

Upon approval, the manager of Collection Management will proceed with issuing a purchase requisition.