2.3   **TENDER FOR LIBRARY MANAGEMENT SYSEM**
       (CF2021114: JR)

Responsible Director: Russell Hopkins

RECOMMENDATION*

That Council:

1. *Approves access to the Procurement Australia Contract 2306 / 0843 – Library Collections, Furniture, Equipment & Associated Requirements for provision of a Library Management System from Civica Pty Ltd, under Council Contract No. 2021114 for a mixed lump sum and schedule of rates based contract with an estimated annual contract value of $93,394 and an estimated total contract value of $373,577 inclusive of all available extension options.*

2. *Authorises the Chief Executive Officer or her delegate to execute the contract agreement; and*

3. *Notes that the contract will commence on 1 July 2021 with an initial term of two years, with two separate extension options of one year each and authorises the Chief Executive Officer to approve extension options subject to Procurement Australia extension approval and satisfactory performance for the City of Monash.*

   (*all dollar figures are GST inclusive unless stated otherwise).

INTRODUCTION

Council was notified of the intention to appoint Procurement Australia in September 2020 and shortly thereafter, officers appointed Procurement Australia to tender on Council's behalf for the provision of Library Collections, Furniture, Equipment & Associated Requirements, including a Library Management System (2306/0843).

BACKGROUND

Council currently uses Procurement Australia's contract 1906/0836 – Library Collections, Furniture, Equipment and Associated Requirements to access the major component of furniture and collections for the library service, related cataloguing and physical processing services and the Library Management System. This contract expires on 30 June 2021 with no further extension options available.

Under the Local Government Act, the Municipal Association of Victoria, Procurement Australia, and the Victorian Government Department of Premier & Cabinet are able to establish contracts on behalf of or accessible to Local Government authorities so that they may access suppliers in an efficient and cost effective manner. These organisations are

focused on achieving better procurement outcomes by aggregating demand and achieving improved commercial and service outcomes.

Council could have run its own tender or alternatively seek to access existing contracts through the Municipal Association of Victoria, or Procurement Australia. On this occasion, a decision was made to seek to appoint Procurement Australia to tender on Council's behalf because they uniquely provide a single contract addressing a comprehensive range of library specific requirements.

The proposed Procurement Australia contract is for an initial period of two years ending 30 June 2023, with two separate extension options of one year each.

NOTIFICATION

A Public Notice was not required because the panel of suppliers was selected from Procurement Australia Contract Number 2306 / 0843 – Library Collections, Furniture, Equipment & Associated Requirements as allowed under the Local Government Act, Section 186, Part 5, in accordance with arrangements approved by the Minister.

TENDER EVALUATION

Procurement Australia received five submissions for Library Management Systems (LMS), which they evaluated on technical criteria alone due to the specifications of individual councils being highly varied. They identified two providers as having superior system functionality and capacity to provide quality library systems and service. These were Civica Pty Ltd and SirsiDynix Pty Ltd. Both these providers are known to the City of Monash panel team as the major providers of LMS services to Victorian public libraries and were judged best able to support Monash requirements for the LMS.

The Procurement Australia review of the technical capacity of both these solutions indicated no significant service advantage with either solution. Pricing for LMS options to match Monash's requirement was obtained from these two suppliers and used with Procurement Australia's scoring for technical criteria to score each submission on purchase cost and functional capacity.

Potential cost of training library staff in each solution was also considered in determining best value outcome for the City of Monash. Library staff are familiar with, and well trained in, use of the Civica solution, therefore no training cost is required; however, extensive training in the use of the SirsiDynix system would be necessary to support continuity of quality service to the library users.

Council's review panel found that the Civica solution would be cost advantageous to Council and recommends Civica's proposal as representing the best value outcome for Council.

All members of the Council evaluation panel signed Conflict of Interest and Confidentiality forms and no conflicts were raised.

The Council evaluation panel consisted of:

John Ruddle	Coordinator Library Resources & Systems- Libraries
Chrissie Bonsor	Acting Coordinator Library Operations
Tina Masterson	Acting Application Support Coordinator
Emma Anderson	Procurement Officer

FINANCIAL IMPLICATIONS

The estimated annual contract value is $93,394 (inclusive of professional services and lump sum) and an estimated total contract value is $373,577 inclusive of all available extension options. These costs are allowed for in anticipated budgets.

The proposed supplier will allow the City of Monash continued access to a quality Library Management System which will support the ongoing provision of Council's highly regarded library service.

POLICY IMPLICATIONS

The provision of a library management system supports the following Council Objective: An Inclusive Community – Delivering quality library services.

It also aligns with the Monash Public Library Service Strategy 2019-2022, ensuring the currency of the Library infrastructure supports our community and service offerings.

HUMAN RIGHTS CONSIDERATIONS

There are no Human Rights implications.

CONCLUSION

That Council approves the recommendations contained within this report.