



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

☒ Award ☐ Contract ☐ Grant

Requested Board Meeting Date: July 2, 2019

\* = Mandatory, information must be provided

or Procurement Director Award ☐

**\*Contractor/Vendor Name/Grantor (DBA):**  
OverDrive, Inc.

**\*Project Title/Description:**  
Digital Books (eBooks and eAudio)

**\*Purpose:**

Amendment of Award: Master Agreement No. MA-PO-16-376, Amendment No. 04. This Amendment is for a one-time increase in the amount of \$100,000.00 effective immediately for a cumulative not-to-exceed contract amount of \$1,300,000.00, and to increase the annual award amount by \$100,000.00, effective 8/14/19, from \$400,000.00 to \$500,000.00. Increase is needed to meet the higher order requests from library patrons.

Administering Department: Library

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.20.010, Competitive sealed bidding, on July 5, 2016, the Board of Supervisors approved an award of contract for an initial term of one (1) year and an annual award amount of \$400,000.00 with four (4) one-year renewal options.

On May 15, 2017, the Procurement Director, approved Amendment No. 1 which extended the termination date to August 13, 2018, and added the partial annual award amount of \$379,370.00 for a cumulative not-to-exceed contract amount of \$779,370.00.

On July 11, 2018, the Procurement Director, approved Amendment No. 2 which added a partial award in the amount of \$20,630.00 for a cumulative not-to-exceed contract amount of \$800,000.00.

On July 18, 2018, the Procurement Director, approved Amendment No. 3 which extended the termination date to August 13, 2019, and added the full annual award amount of \$400,000.00 for a cumulative not-to-exceed contract amount of \$1,200,000.00.

PRCUID: 217732

Attachment: Master Agreement

**\*Program Goals/Predicted Outcomes:**

Provide digital eBooks and eAudio to the Pima County Libraries for their patrons use.

**\*Public Benefit:**

Provide a contracted vendor that has digital materials that meet the needs off all patrons of the Pima County Public Library system.

**\*Metrics Available to Measure Performance:**

The Pima County Public Library District shall monitor the performance of OverDrive, Inc. to ensure compliance with the contract.

**\*Retroactive:**

No.

To: CoB 6-26-19 (1) Addendum

ver. 6

pys. 4

Revised 5/2018

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Procure Dept 06/26/19 PM03:07

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_

☐ Expense Amount: \$\* \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_**\*Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment / Revised Award Information**Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 16-376Amendment No.: 4 AMS Version No.: 6Effective Date: 7/2/2019

New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ 100,000.00Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** Library District FundFunding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_**\*All Funding Source(s) required:****\*Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**\*Match funding from other sources?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**\*Funding Source:** \_\_\_\_\_**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**Contact: Nancy Page, Procurement Officer mpDepartment: Procurement m 6/26/19 Telephone: (520) 724-3563Department Director Signature/Date: [Signature] 6/26/19Deputy County Administrator Signature/Date: [Signature] 6/26/2019County Administrator Signature/Date: [Signature] 6/26/2019  
(Required for Board Agenda/Addendum Items)



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 16000000000000000376

MA Version: 6

Page: 1 of 2

Description: Digital Books (ebooks and eAudio)

I S S U E R	Pima County Procurement Department 130 W. Congress St. 3rd Fl Tucson AZ 85701  Issued By: NANCY PAGE Phone: 5207243563 Email: nancy.page@pima.gov	T E R M S	Initiation Date: 07-02-2019 Expiration Date: 08-13-2019  <table><tr><td>NTE Amount:</td><td>\$1,300,000.00</td></tr><tr><td>Used Amount:</td><td>\$1,164,638.96</td></tr></table>	NTE Amount:	\$1,300,000.00	Used Amount:	\$1,164,638.96
NTE Amount:	\$1,300,000.00						
Used Amount:	\$1,164,638.96						

V E N D O R	OVERDRIVE INC 1 OVERDRIVE WAY CLEVELAND OH 44125  Contact: ALISHA BAGLEY Phone: 216-573-6886 Email: Terms: 0.00 % Days: 30
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Shipping Method:	Vendor Method
Delivery Type:	Standard Ground
FOB:	FOB Dest, Freight Prepaid
<b>Modification Reason</b> Amendment No. 4. This Amendment is for a one-time increase in the amount of \$100,000.00 effective immediately for a cumulative not-to-exceed contract amount of \$1,300,000.00.	

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



# MASTER AGREEMENT DETAILS

Master Agreement No: 16000000000000000376

MA Version: 6

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Line	Description					
1	eBooks Discount 0.0000 %	UOM EA	Unit Price \$0.00	Stock Code	VPN	MPN
2	eAudio Books Discount 0.0000 %	UOM EA	Unit Price \$0.00	Stock Code	VPN	MPN
3	Platform Fee Discount 0.0000 %	UOM MO	Unit Price \$1,000.00	Stock Code	VPN	MPN
4	Front Line Tech Support annual fee Discount 0.0000 %	UOM EA	Unit Price \$14,000.00	Stock Code	VPN	MPN
5	DO NOT USE Discount 0.0000 %	UOM EA	Unit Price \$0.00	Stock Code	VPN	MPN
6	FREE FORM LINE Discount 0.0000 %	UOM	Unit Price \$0.00	Stock Code	VPN	MPN