

City of Mississauga
Corporate Report



<p>Date: February 15, 2023</p> <p>To: Chair and Members of General Committee</p>	<p>Originator's files:</p>
<p>From: Jodi Robillos, Commissioner of Community Services</p>	<p>Meeting date: March 8, 2023</p>

Subject

Single Source Contract Awards for Provision of Specialty Physical Resources for the Mississauga Library System

Recommendation

1. That Findaway be approved as a single source supplier for the supply and delivery of specialty physical resources such as Launch Pads and Wonder Books.
2. That Library Ideas be approved as a single source supplier for the supply and delivery of specialty physical resources such as Vox Books.
3. That Globe and Mail, Postmedia Network and Toronto Star be approved as single source suppliers for the provision of Canadian paper periodicals.
4. That Far Eastern and Roltek International be approved as single source suppliers for the provision of U.S. and International paper periodicals in English and other world languages.
5. That Canadian Pharmaceutical Association be approved as a single source supplier for the Compendium of Pharmaceuticals and Specialties (CPS).
6. That the Chief Procurement Officer, or designate be authorized to execute the appropriate forms of contract with Findaway for the ongoing supply and delivery of specialty physical resources as required, and for which funding is approved in the budget for 2023 and will be requested in the budget for 2024 to December 31, 2023.

7. That the Chief Procurement Officer, or designate be authorized to execute the appropriate forms of contract with Library Ideas, for the ongoing supply and delivery of specialty physical resources as required, and for which funding is approved in the budget for the period 2023 and will be requested in the budget for 2024 through to December 31, 2033.
8. That the Chief Procurement Officer, or designate be authorized to execute the appropriate forms of contract with Globe and Mail, Postmedia Network and Toronto Star for the ongoing supply and delivery of Canadian paper periodicals as required, and for which funding is approved in the budget, for the period 2023 and will be requested in the budget for 2024 through to December 31, 2033.
9. That the Chief Procurement Officer, or designate be authorized to execute the appropriate forms of contract with FarEastern and Roltek International for the ongoing supply and delivery of U.S. and International paper periodicals in English and world languages as required, and for which funding is approved in the budget, for the period 2023 and will be requested in the budget for 2024 through to December 31, 2033.
10. That the Chief Procurement Officer, or designate be authorized to execute the appropriate forms for contract with Canadian Pharmaceutical Association for the ongoing supply and delivery of Compendium of Pharmaceuticals and Specialties (CPS) as required, and for which funding is approved in the budget, for the period 2023 and will be requested in the budget for 2024 through to December 31, 2033.

Executive Summary

- Specialty devices and resources are required by the Mississauga Library to satisfy customer demand. The market for these speciality physical resources is served by suppliers who are deemed single sources.
- Establishing the suppliers who have exclusive products and resources, as shown on Appendix 1, as single source suppliers for the period 2023 through to 2033 is recommended in accordance with the Procurement By-law # 0013-2022, Schedule A (1) (c). The Goods and Services are unique to one particular supplier and no reasonable alternative or substitute exists due to exclusive rights such as patent, copyright or licence.
- As a part of the contract renewal process which occurs on an annual or semi-annual basis, a market assessment will be undertaken to review whether a competitive process is warranted and that the contracts still provide the best value for the library.
- The Procurement By-law # 0013-2022 requires that single source contract awards with a value of \$100,000 or more be approved by Council.

Background

Specialty Physical Resources

Mississauga Library offers customers access to a variety of specialized physical resources that are exclusively provided by certain suppliers. Launch pads are tablets designed for repeated customer use, pre-loaded with educational apps for a variety of reading levels. Vox and Wonder books includes audio of the book text, allowing for both accessibility and reading development. All of these resources are produced for repeated use in a public library setting with highly durable packaging and a warranty for maintenance and replacement. Each supplier offers access to quality products which they produce or have been granted exclusive distribution rights by the device's producers. The Library has selected devices that satisfy the demands of its customers with the appropriate licensing and features to facilitate public use of materials. Due to changes in the market, it is possible that these suppliers will offer new products that provide a desirable and accessible experience for customers.

These devices are purchased outright by the Library with all related content.

Paper Periodicals and Specialty Resources

Paper periodicals remain integral to the Library's collection. Globe and Mail, Postmedia Network and Toronto Star are the exclusive publishers of major Canadian newspapers. Community access to these resources are facilitated through the provision of them at local branch libraries. These items are in high demand and require multiple subscriptions across the system to ensure there is sufficient access for customers.

Far Eastern provides access to international paper periodicals in a wide variety of world languages for the Library and Roltek International offers paper periodicals from the United States. These companies are not publishers but wholesale distributors of these items for Canadian libraries. Community access to these resources is facilitated through the provision of them at local branch libraries. The paper periodicals provided by Far Eastern and Roltek International are not available from our main periodical supplier. Due to the diversity of the Mississauga community, these items are in high demand and may require multiple subscriptions across the system to ensure there is sufficient access for customers.

The Compendium of Pharmaceuticals and Specialties, published by the Canadian Pharmaceutical Association, is published annually and is the only resource that provides up to date information about pharmaceuticals in Canada. This resource is in high demand for patients, students and medical practitioners in Mississauga. Community access to these resources is provided at local branch libraries and requires multiple subscriptions across the system to ensure there is sufficient access for customers.

For all of the above products, it is expected that both demand and costs will rise during the next ten years and the Library wants to be able to adequately provide access to these items. The products are unique to each particular supplier and no reasonable alternative or substitute exists due to exclusive rights such as patent, copyright or licence. The Procurement By-law

provides for single source contract awards under these circumstances, ref. Schedule A (1) (c) The Goods and Services are unique to one particular supplier and no reasonable alternative or substitute exists due to exclusive rights such as patent, copyright or licence.

Comments

This report seeks authority to award single source contracts to the suppliers shown in Appendix 1, which also indicates the products they provide. Additional devices and paper resources may be required from time to time from these and other suppliers, which will be accommodated in accordance with the Procurement By-law.

Financial Impact

Funding for 2023 is budgeted in cost center 27271.

Below are the estimated annual contract values that are not finalized and may flex to accommodate demand, changing distribution rights and/or product offerings by suppliers and will be requested through the annual business planning process for 2024 through 2033.

Supplier Name	Current Estimated Annual Contract Value
Findaway	\$30,000
Library Ideas	\$30,000
Globe and Mail	\$10,000
Postmedia Network	\$10,000
Toronto Star	\$10,000
Far Eastern	\$20,000
Roltek International	\$10,000
Canadian Pharmaceutical Association	\$10,000
TOTAL	\$130,000

Conclusion

The Library strives to meet the demands of its customers by providing desirable electronic devices and paper resources. Over time, core suppliers have been established who provide access to electronic devices and paper resources expected by Library customers. Each of the suppliers offers exclusive products or resources that are not available from other suppliers. Each supplier on Appendix 1 is the single source supplier for the resource they provide.

Findaway and Library Ideas are exclusive suppliers of devices such as Launch Pads, Wonder Books and Vox Books.

Globe and Mail, Postmedia Network, Toronto Star and Canadian Pharmaceutical Association are exclusive publishers of their paper periodicals and resources. Far Eastern and Roltek International are exclusive distributors of International and U.S. paper periodicals.

The recommended single source awards are provided for in the Procurement By-law #0013-2022, Schedule A (1) (c). The Goods and Services are unique to one particular supplier and no reasonable alternative or substitute exists due to exclusive rights such as patent, copyright or licence, respectively.

In the event of significant changes within the marketplace, the Library will review the terms of this agreement regularly to determine if there is a better way to support access to these resources and ensure a competitive process.

Attachments

Appendix 1: Resource Suppliers and Products

A handwritten signature in black ink, appearing to read "Jodi Robillos", is written over a horizontal line.

Jodi Robillos, Commissioner of Community Services

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