

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

May 25, 2023

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL TO RELEASE A REQUEST FOR QUALIFICATIONS FOR INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners (Board):

1. Approve the release of a Request for Qualifications (RFQ), substantially in the form on file in the Board Office, for Information Technology (IT) Professional Services.
2. Find, in accordance with Charter Sections 371(e)(2), 371(e)(10) and 1022, and Los Angeles Administrative Code Sections 10.15(a)(2) and 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by an independent contractor than by City employees.
3. Authorize the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the RFQ.
4. Adopt the attached Resolution regarding the RFQ for IT Professional Services.

B. FINDINGS:

1. The Library's IT Section provides technology support for Library staff and patrons, which includes: systems development and administration; cybersecurity; infrastructure and network administration and maintenance; hardware and software purchases, installation, and maintenance; communications; data storage and recovery; and electronic access to Library resources.
2. The Library at times requires the professional, expert and technical services of non-City IT staff for short-term projects and support to upgrade, replace, and/or maintain various areas of the Library's infrastructure and network, support non-standard equipment, and systems unique to the Library (e.g., the integrated automated library system). IT manages the systems and oversees the contractors who provide expertise on specific projects.

3. As technology advances at an ever-increasing pace, it is difficult to provide upgrades and repairs in a timely manner by issuing Requests for Proposals one project at a time. Further, the City's Information Technology Agency does not provide technical or project assistance to the Library.
4. Library IT staff believes that an on-call list of pre-qualified IT professionals to provide expert assistance on a wide array of systems needs would allow the Library to meet the technological needs of Library staff and patrons in a more efficient manner.
5. Library staff have developed an RFQ to solicit proposals from multiple qualified entities to supplement IT staff and ensure the IT needs of the Library are met in a timely and efficient manner. Selected proposers will be recommended for an award of a contract to provide services, licenses and maintenance and warranties, as necessary.
6. The term of each of the proposed contracts will be for three years with two one-year options to renew at the discretion of the City Librarian, or designee, in an amount not to exceed \$3,000,000 per fiscal year. No minimum amount of work or compensation is guaranteed and all work will be performed on an as-needed and as-requested basis.
7. Funds are available in the Contractual Services Account 3040 to compensate the selected contractors for services and material in accordance with the proposed contracts.
8. The Library is committed to providing an inclusive and robust outreach process for disadvantaged, marginalized, and local businesses and individuals. Our goal is to create a diverse pool of candidates to provide services and support to the Library and our patrons. We welcome and encourage submissions from a wide range of participants.
9. The RFQ has been reviewed by the City Attorney and is ready to be released.

Attachments

Project Manager: Alex Mui, Director of Systems

Prepared by: Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Madeleine M. Rackley, Business Manager
Susan Broman, Assistant City Librarian

RESOLUTION

LIBRARY RESOLUTION NO. 2023-__ (C-__)

WHEREAS, the Library at times requires the professional, expert and technical services of non-City Information Technology (IT) staff for short-term projects and support to upgrade, replace, and/or maintain various areas of the Library's infrastructure and network, support non-standard equipment, and systems unique to the Library (e.g., the integrated automated library system). IT manages the systems and oversees the contractors who provide expertise on specific projects;

WHEREAS, the IT Section of the Library provides technology support for Library staff and patrons, which includes: systems development and administration; cyber security; infrastructure and network administration and maintenance; hardware and software purchases, installation, and maintenance; communications; data storage and recovery; and, electronic access to Library resources; and

WHEREAS, Library staff has completed a Request for Qualifications (RFQ) to solicit proposals from multiple qualified entities to provide IT professional services to create an on-call list of pre-qualified IT professionals to provide expert assistance on a wide array of systems needs would allow the Library to meet the technological needs of Library staff and patrons in a more efficient manner; and

WHEREAS, the term of each of the proposed contracts will be for three years with two one-year options to renew at the discretion of the City Librarian, or designee, in an amount not to exceed \$3,000,000 per fiscal year. No minimum amount of work or compensation is guaranteed; and

WHEREAS, funds are available in the Contractual Services Account 3040 to compensate the selected contractors for services and materials in accordance with the proposed contracts:

THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners (Board) adopts the recommendations and findings of the City Librarian's Board Report and authorizes the release of the RFQ to provide IT Professional Services; and

FURTHER RESOLVED, that the Board hereby authorizes the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the RFQ.

This is a true copy:

Raquel M. Borden
Commission Executive Assistant II

Adopted by the following votes:

AYES:

NOES:

ABSENT: