

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Community Services – Award a purchase order in the amount of \$68,000 to Gale Group of Farmington Hills, Michigan, for the sole source purchase of specialized databases and reference resources for the Torrance Library System for fiscal year 2010-11

RECOMMENDATION

Recommendation of the Community Services Director that the City Council approve the award of a purchase order in the amount of \$68,000 to Gale Group of Farmington Hills, Michigan, for the sole source purchase of specialized databases and reference resources for the Torrance Library system for fiscal year 2010-11.

Funding

Funding is available in the Library Division's operating budget for fiscal year 2010-11.

BACKGROUND

The Library Division provides access to specialized databases for its patrons from all Torrance Library locations as well as remotely from home and office computers. These resources are evaluated and selected based on their exclusivity and the needs of the community. Currently, the City uses four databases that are beneficial to our community with the Gale Group being the only provider.

Gale Group is a well-known publisher of quality library database and reference resource products. Its *Literature Resource Center* (LRC) is a distinctive tool that provides full-text access to hundreds of individual books of literary criticism and biographical information about authors; the information is required to assist students in completing homework assignments. To offer comparable information for the public, the Library would have to purchase all of the volumes separately at considerable cost and students would have to consult such materials one at a time rather than using a quick search of an entire database. Based on staff research, there is no other resource currently available that offers the depth of coverage and ease of use provided by LRC.

The Library also offers several other specialized electronic resources furnished by Gale Group – the *Biography and Genealogy Master Index*, the *Discovering Collection*, and *Gale LegalForms*. Similar to LRC, these resources provide full-text access to books and other documents available electronically in one convenient source.

⇒ *Biography and Genealogy Master Index* is heavily used by students and adults performing genealogy research, including members of the Library's partner agency, the South Bay Cities' Genealogical Society.

- ⇒ The *Discovering Collection*, geared to upper elementary, junior, and senior high students, provides a one-stop resource with full text access to books, source documents, and photographs for the subjects of social studies and history. It is the only product of its type geared to this age group.
- ⇒ *LegalForms* provides efficient and easy electronic access to the most requested legal forms and is geared to the lay community.

The Torrance Municipal Code, Section 22.3.17 **Exceptions; sole-source purchases**, states:

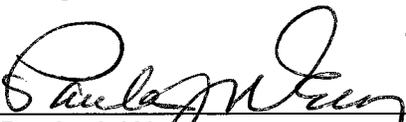
“(a) The provisions of this Article shall not apply to purchases of sole-source services or property, which purchases shall be made in accordance with such procedures and regulations as shall be established by the City Manager.

(b) For purposes of this Section, “sole-source purchases” shall mean those purchases where it would be undesirable or impossible for the City to advertise for bids for particular work or for patented items, or experimental or unique services or products, or where competitive purchases would be unavailable or would not prove advantageous for the City. No sole-source purchases shall be made where to do so would show favoritism, improvidence, extravagance, fraud or corruption, or result in the waste of public funds, but shall be used only to obtain the best economic result for the public.”

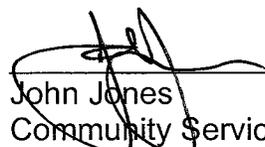
Library staff continues to identify and evaluate electronic resources based on established collection development policies, including reviews in professional media and performance trials conducted by library personnel. The unique resources provided by Gale Group will enable the Library to fulfill its role in the City’s Strategic Plan, to expand interagency cooperation [with TUSD] for sharing library resources, and expand access to library collections and services.

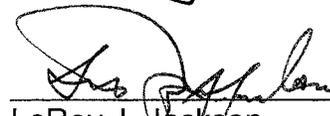
Respectfully submitted,

JOHN JONES
COMMUNITY SERVICES DIRECTOR

By 
Paula J. Weiner
City Librarian

CONCUR:


John Jones
Community Services Director


LeRoy J. Jackson
City Manager