



## Management Services, Purchasing Division

### Sole Source or Competition Impracticable Procurement

TO: PURCHASING DIVISION

DATE: 3/10/2025

FROM: Courtney Allen  
(Name of Department Representative)  
Library / Community Services  
(Name of Division/Department)

PHONE: 2812

SUBJECT: Sole Source or Competition Impracticable Procurement Request for the Purchase of:  
BiblioCommons Software Suite

REQUESTED SUPPLIER: BiblioCommons

SUPPLIER'S ADDRESS: 5060 Spectrum Way Mississauga, Ontario, Canada L4W 5N5

CONTACT: Colleen Fox PHONE: 647-436-6381x2023 COST ESTIMATE \$ 66,261.13

REQUEST TYPE (check one):

Sole Source Procurement

☒ Competition Impracticable Procurement

**STATEMENT OF NEED** (Provide background information, description of project, etc. to establish circumstances leading to request. Attach documents as appropriate to support statements.)

The City first purchased two modules (BiblioCore and BiblioApps) from BiblioCommons in FY 2020/21. Both of these modules have been effective in improving the library's ability to digitally engage with the community. In order to fully utilize the offering of BiblioCommons to improve our services and communication to Chandler residents, the library purchased the remaining modules; BiblioWeb, BiblioEmail, and BiblioEvents in FY 2021/22. We received a quote for multi-year pricing, with a 4% rise in years two and three. The first year is prorated for the three modules paid for in fall, 2024. This will align all modules to renew at the same time annually. Three year costs: \$90,952.28 (\$66,261.13 prorated amount), \$94,590.37, \$98,373.98.

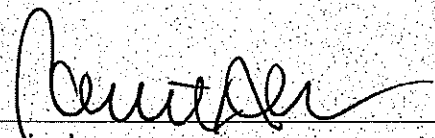
**SOLE SOURCE OR COMPETITION IMPRACTICABLE JUSTIFICATION** (For Sole Source requests, describe the unique nature of the product or service, the efforts made to locate other sources, market testing and research results, and any other information that may help evaluate the request. For Competition Impracticable requests, describe the situation that makes competition impracticable, unnecessary or contrary to the public interest. Attach documents as appropriate to support this request.)

The BiblioCommons Suite is a comprehensive, proprietary solution that integrates multiple functionalities, including library management, cataloging, user engagement, and digital resource management. The specialized nature of these integrated services makes it highly challenging for competitors to offer comparable products without incurring significant technological development costs or time delays. This integration serves the specific needs of libraries, providing a unique and cohesive experience that would be difficult, if not impossible, for competitors to replicate within a reasonable timeframe. Sole Source and multi-year quote attached.

**STATEMENT OF REQUESTOR**

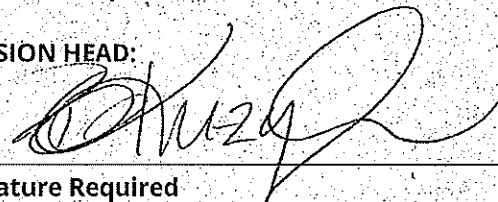
This request is based upon an objective review of the product or service required and appears to be in the best interest of the City. I know of no conflict of interest on my part. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request.

**REQUESTOR**

  
\_\_\_\_\_  
Signature Required

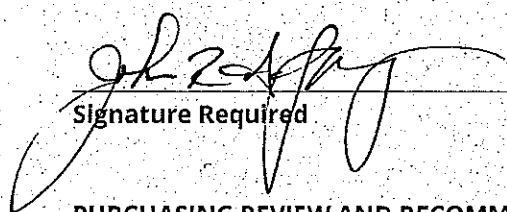
DATE: 3/17/2025

**DIVISION HEAD:**

  
\_\_\_\_\_  
Signature Required

DATE: 3/17/25

**DEPARTMENT DIRECTOR OR DESIGNEE**

  
\_\_\_\_\_  
Signature Required

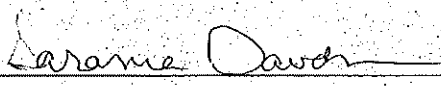
DATE: 3/17/25

**PURCHASING REVIEW AND RECOMMENDATION**

Staff approves purchase as a competition impracticable purchase.

**PURCHASING APPROVAL**

**PROCUREMENT OFFICER**

  
\_\_\_\_\_  
Signature Required

DATE: 3/19/25

**PURCHASING AND MATERIALS MANAGER:**

  
\_\_\_\_\_  
Signature Required

DATE: 3/19/25