

### 7.3.1 LIBRARY COLLECTIONS MANAGEMENT SOLUTION 2025011 C09771

<b>Responsible Manager:</b>	Adil Khan, Chief Information Officer - Digital and Technology
<b>Responsible Director:</b>	Simone Wickes, Director Corporate Services

#### RECOMMENDATION

##### That Council

1. Approves access to the Procurement Australia Contract 2306/0843 - 10, Library Collections, Furniture, Equipment & Associated Requirements for the provision of a Library Collections Management Solution under Council Contract No 2025011.
2. Awards the tender from Civica Pty Ltd for a schedule of rates-based contract with an estimated contract value of \$556,647 for the initial term of five (5) years and an estimated total contract value of \$835,777 (inclusive of the extension option, \$37,989 for additional Professional Services and a Contingency amount of \$37,989).
3. Authorises the Chief Executive Officer or her delegate to execute the contract agreement.
4. Notes that the contract initial term begins on 1 July 2025 and the contract has one (1) extension option of two (2) years and authorises the Chief Executive Officer to approve the extension option subject to satisfactory performance for the City of Monash.
5. Notes that during the extension term, the estimated schedule of rates contract values stated above are also subject to an annual CPI indexation as per the contract.

\*all dollar figures are GST Inclusive unless stated otherwise.

#### INTRODUCTION

Council Officers seek to access a panel contract through the Procurement Australia (PA), Contract 2306/0843 - 10, Library Collections, Furniture, Equipment & Associated Requirements, for the provision of a Library Collections Management Solution (LMS).

#### BACKGROUND

A Library Collections Management Solution is a robust tool designed to enhance the efficiency of library services. It streamlines operations, improves user experience, and ensures effective resource management.

Key features of an LMS include:

- cataloguing;
- circulation management;
- patron membership management;
- acquisition and inventory management;
- reporting and analytics; and
- digital resources management.

The LMS offers a user-friendly interface for both library staff and patrons, making it easy to search, reserve, and renew materials.

Council currently engages Civica Pty Ltd for their LMS, Spydus solution, through Council contract 2021114 PA Library Management System. This contract was procured via the Procurement Australia Contract 2306/0843 - 10 Library Collections, Furniture, Equipment & Associated Requirements and is due to expire on 30 June 2025 with no further options to extend.

## **PROCUREMENT**

As part of its planning process for this tender, Council Officers considered its procurement options, including whether to go to market itself, participate in regional or sector collaboration or to access established contracts via other compliant Procurement agreements.

On this occasion, a decision was made to seek to access the Procurement Australia (PA) panel arrangement, Library Collections, Furniture, Equipment & Associated Requirements Contract 2306/0843 - 10, as this panel presented Council with several suitable vendors and potential Library Management Solutions.

## **NOTIFICATION**

A Public Notice was not required because four (4) Tenderers were selected from the Procurement Australia Contract Number 2306/0843 - 10, Library Collections, Furniture, Equipment & Associated Requirements as allowed under Council's Procurement Policy.

## **TENDER EVALUATION**

Procurement Australia undertook an evaluation of all the submissions. Council was provided with a confidential recommendation report from Procurement Australia detailing the suppliers that were successfully awarded a contract.


All members of the evaluation panel signed Conflict of Interest and Confidentiality forms, and no conflicts were raised.

Based on Civica Pty Ltd tender submission, solution demonstrations and Council's experience with the tenderer as the incumbent LMS provider for Council, the final evaluation ranking (including the price and non-price evaluation criteria) had Civica Pty Ltd ranked highest and as such, the evaluation panel recommends Civica Pty Ltd as representing the best value outcome for Council.

## **FINANCIAL IMPLICATIONS**

The contract term is for an initial period of five years with one separate extension option of two years.

For the initial term of the Library Management Collection Solution, the estimated total value is \$556,647, comprising of a fixed annual price for product licensing, annual support and maintenance, and an estimated allowance for professional services.



The optional extension term of two years has an estimated total value of \$241,141 comprising of annual product licensing, maintenance and support, and an estimated annual allowance for professional services.

The estimated total for the contract term inclusive of both the initial period and extension option is \$797,788, with an additional sum of \$37,989 for contingency over the contract life and has a total estimated contract value of \$835,777.

## **CONCLUSION**

That Council approves the recommendations contained within this report.

## **ATTACHMENT LIST**

Nil