



LIBRARIES DIVISION - Director's Office
100 S. Andrews Avenue • Fort Lauderdale, Florida 33301 • 954-357-7377

Our [★]Best.
Nothing Less.

MEMORANDUM

DATE: December 21, 2017

TO: Alicia Kalish, Purchasing Agent
Purchasing Division

FROM: Kelvin Watson, Director *Kevin Watson*
Libraries Division

SUBJECT: Justification for Selection of Suppliers

The Libraries Division would like to purchase library materials (print, DVDs, music CDs, and spoken word) in a digital and physical formats. In addition to physical materials, the library purchases content in electronic and digital forms. This includes eBooks, online encyclopedias and subscription databases that contain keyword-searchable articles and/or e-books, music, video products; such content may be downloaded. See attached list in Exhibit 1.

These copy written materials and library subscriptions are exempt from the procurement code.

The Libraries Division has performed due diligence in the library supplier selection process, most of which is based on the below criteria:

- Generous discounts offered for physical materials
- Effectiveness of the library suppliers' ordering systems
- Ability to provide shelf-ready materials
- Available inventory on hand for each format, and breadth and depth of offerings
- Library supplier's proven experience in providing library materials

The chosen library suppliers have relationships with publishers and are able to offer backlist titles for each format.

The Libraries Division benefits from selected library suppliers that provide shelf-ready services which includes the physical processing of each item, from pockets to spine labels and protective covers, and creating records that are electronically downloaded into the library catalog.

Please expedite your review and approval for the Libraries Division to proceed with issuance of purchase orders for FY2018 as soon as possible.

ec: Brenda Billingsley, Purchasing Division Director
Jeff Tottenhoff, Libraries Business Administrator
James Jones, Libraries Collections Manager