

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

September 14, 2023

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **AWARD OF CONTRACT TO RESOLVER, INC. FOR THE
DEVELOPMENT OF AN INCIDENT REPORTING APPLICATION FOR
THE LIBRARY DEPARTMENT**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners ("Board"):

1. Award a contract, substantially in the form on file, to Resolver, Inc. for the Development of an Incident Reporting Application for the Library and find the proposal submitted to be responsive to the Request for Proposals (RFP) for the Development of an Incident Reporting Application for the Library.
2. Authorize the City Librarian and City Attorney to make technical and clerical changes, if needed, to the contract.
3. Authorize the Board President and the Board Secretary to execute the contract upon completion of all required approvals.
4. Adopt the attached Resolution regarding the award and execution of the contract between the Library and Resolver, Inc. for the Development of an Incident Reporting Application for the Library.

B. FINDINGS:

1. On February 27, 2023, the Board approved the release of an RFP to find a qualified and experienced entity to oversee the design and development of an Incident Reporting Application for the Library (Library Resolution No. 2023-11).
2. The RFP was released on March 8, 2023, with a proposal due date of May 3, 2023.
3. Addendum No. 1 to the RFP was released on April 21, 2023. It revised the proposal due date to May 17, 2023.
4. On May 17, 2023, the Library received six proposals. Resolver Inc. submitted a proposal (attached). Library staff reviewed the proposals and found the proposal from Resolver, Inc. (Contractor) to be responsive to the

RFP submittal requirements, and an evaluation panel of Library employees evaluated the proposal and determined that the organization best met the needs of the Library.

5. Staff recommends that the Board award a contract to Resolver, Inc. The term of the proposed contract will be for three years in an amount not to exceed \$130,000 for the term of the contract.
6. On February 27, 2023, the Board found that the services to be provided are professional, expert, and technical services of a temporary and occasional nature for which competitive bidding is not practical or advantageous, and that it is more feasible to have this work performed by an independent contractor than by City employees.
7. Funds are available in Contractual Services Account 3040 to compensate Resolver, Inc. for services in accordance with the proposed contract.
8. The contract has been reviewed by the City Attorney and is ready to be transmitted for processing.
9. The Contractor has submitted all required compliance and insurance documents.

Attachment

Project Manager: Mary McCoy, Library Experience Office

Prepared by: Erica Thomsen, Management Aide

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

RESOLUTION

September 14, 2023

LIBRARY RESOLUTION NO. 2023- (C-)

WHEREAS, on February 27, 2023, the Board of Library Commissioners (Board) approved the release of a Request for Proposals (RFP) for the Development of an Incident Reporting Application for the Library (Library Resolution No. 2023-11);

WHEREAS, the RFP was released on March 8, 2023, with a proposal due date of May 3, 2023. An optional Pre-Proposal Conference was held on April 19, 2023;

WHEREAS, addendum No. 1 to the RFP was released on April 21, 2023. This addendum revised the proposal due date to May 17, 2023;

WHEREAS, on May 17, 2023, the Library received six proposals. Library staff reviewed the proposals and found all six to be responsive to the RFP submittal requirements;

WHEREAS, a panel of Library employees evaluated the six responsive proposals and determined that Resolver, Inc. best meets the needs of the Library;

WHEREAS, funds are available to compensate the Contractor for services in accordance with the Contract:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the contract with the aforementioned organization for the development of an Incident Reporting Application for the Library as stated in the Board Report;

FURTHER RESOLVED, that the Board authorizes the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the contract; and,

FURTHER RESOLVED, that the Board authorizes the Board President and Board Secretary to execute the contract upon the completion of all required approvals.

This is a true copy:

Raquel M. Borden
Secretary to the Board

Adopted by the following votes:

AYES:

NOES:

ABSENT: