



☒ **COMPETITION EXCEPTION REPORT**

Competition exception is the decision to purchase without competition through the use of bidding, formal solicitation, request for qualification, or a request for proposal when competition is available.

☐ **SOLE SOURCE**

Only one vendor possesses the unique and singularly available capability to meet the requirement such as technical qualifications, ability to deliver based on distribution restrictions, or services from a public utility. See the Purchasing Manual Section 40.2 for examples.

Procurement Contact: Victoria Smith

Date: 07/23/2019

Department Contact: Andrea Hathaway

E1 Doc No.: _____

Total Cost: \$292,000/yr

COMMODITY/SERVICE DESCRIPTION:

Ingram serves as an intermediary between the library and publishers. Ingram provides a huge catalog of titles as well as processing services that are beneficial to the library. We currently utilize their automated ordering system and some processing (including mylar jackets, barcodes and RFID).

CER/SOLE SOURCE JUSTIFICATION:

The library has had a relationship with Ingram for 12 years. We have a standing agreement which is typical of all book vendors providing us with discounts and customized processing choices. This is true of all library vendors; however, Ingram's robust online presence and ease of use is a significant plus. Limiting most of our purchasing to Ingram allows us to track expenses across fiscal years as well as allowing us to track title specific purchases. Due to the high level of customization needed to have Ingram integrated into the Olathe Libraries' current system, it is imperative that the libraries keep Ingram as their current Library Materials provider.

Approved: Emily Baker (Department Director)

Approved: [Signature] (Procurement Manager)

Over \$25,000:
Approved: [Signature] (City Manager)