

Administration &
Regulatory Affairs

Memorandum

To: Calvin D. Wells, Deputy Director
City Purchasing
Strategic Purchasing Division

From: Joyce Hays

Date: August 18, 2011

Subject: MWBE Participation Form

I am requesting a waiver of the MWBE Goal: Yes ☒ No ☐ Type of Solicitation: Bid ☐ Proposal ☒

I am requesting a MWBE goal below 11% (To be completed by SPD, and prior to advertisement) Yes ☒ No ☐

I am requesting a revision of the MWBE Goal: Yes ☐ No ☒ Original Goal: New Goal: 0%

If requesting a revision, how many solicitations were received:

Solicitation Number: S37-T23965 Estimated Dollar Amount: \$2,500,000.00 Goal on Last Contract: 0%

Anticipated Advertisement Date: 11/4/11 Solicitation Due Date: 12/2/11 Was Goal met: Yes ☐ No ☐

If goal was not met, what did the vendor achieve: _____

Name and Intent of this Solicitation: The contract will be used to continue use of the integrated library network system for the Houston Area library automated network (HALAN) multi-library consortium. The current contract is expiring.

Rationale for requesting a Waiver of Revision (Zero percent goal or revision after advertisement):

(To be completed by SPD)

The scope of services has no potential for M/WBE participation due to the fact that the Houston Area Library Automated Network (HALAN) is a computer network that serves several public libraries and one community college library in the Houston area. Each library signs an agreement for computerized library services with the City of Houston and the network is governed by the Houston Public Library according to the terms of each agreement and decisions made by the HALAN Advisory Board. HALAN offers all members the use of an online integrated library system provided by the Contractor, as well as Internet access, training and support. Software modules used by all libraries include circulation, an online public access catalog, bibliographic maintenance, serials and acquisitions. Additional services include: Kids Online Web-based catalog, Telephone Renewal, Electronic Notification Services, Materials Selection List component of Acquisitions, Materials Booking, Electronic Course Reserves and the function of patron-placed holds. There is no actual on-site service or installation provided. Therefore the Houston Public Library is requesting from the Office of Business Opportunity approval of a Zero (0%) percent goal for the above-referenced agreement.

Concurrence:

Joyce A. Hays

SPD Initiator

Doris Shover
Division Manager



Name: HALAN multi-library consortium

Memorandum re: T23965

Date: 8/17/11

Page 2

 /crw

Robert Gallegos, Deputy Assistant Director

* ~~Affirmative Action~~ OBO

**Signature is required, if the request is zero percent MWBE participation, or to revised the MWBE goal.*