

**DESCRIPTION OF INTENDED  
SINGLE SOURCE PURCHASE  
(PUR 7776)**

AGENCY: Florida Department of State

TITLE Demco – CSLP Library Materials

Short description of the commodity or service desired: Reading Books and Resources

CONTACT

Name: Vonda Murray

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Internal tracking number, if any: DOS SS 09/17-05

**Date posted: 09/18/2017**

**Last day for receipt of information: 9/27/2017**

This description of commodities or contractual services intended for purchase from a single source is posted in accordance with sections 120.57(3) and 287.057(3), Florida Statutes and will remain posted for a period of at least 7 business days.

Commodity or Contractual Service Required (commodity or United National Standard Products and Services Code (UNSPSC), manufacturer, model, and description, as appropriate):

60102300 – Reading books and resources

Posters

Bookmarks

Vinyl Banners

Stand-up Displays

Book List Reading Records

Reading Record Folders

Timed Reading Records

Stickers For Reading Records

Reading Certificates

Newspapers

Bags

Quantity or Term (as appropriate):

October 2, 2017 through June 30, 2018

Requestor (division, bureau, office, individual, as appropriate):

Jana Fine, Youth Services Consultant

Performance and/or Design Requirements (e.g.. intended use, function or application, compatibility, requirements; reference to policy, rule, statute or other act of the Legislature, etc., as appropriate):

The Division of Library and Information Services has purchased a statewide membership in a national collaborative to supply public libraries with comprehensive materials for the 2018 summer library program.

The Collaborative Summer Library Program (CSLP) is a grassroots consortium of librarians

working together to provide high-quality summer library program materials for children at the lowest cost possible for their public libraries.

By combining resources and working with Demco, a commercial vendor, to produce materials designed exclusively for CSLP, member libraries will realize significant savings.

CSLP develops a unified and high-quality public relations and programming product. Member libraries have access to the same artwork and publicity, in addition to an extensive manual of programming and marketing ideas.

The commodities include but are not limited to the following items that have the unified theme developed by nationally known artists:

Chapter 257.04(2), Florida Statutes requires that the Division "give aid and assistance, financial, advisory or otherwise, to all school, state institutional, academic, free and public libraries, and to all communities in the state which may propose to establish libraries, as to the best means of establishing and administering libraries, selecting and cataloging books and other facets of library management." The service provided by the Division is essential to accomplish this statute by giving assistance to public libraries to support the libraries' summer library programs.

Intended Single Source:  
DEMCO, Inc.

Estimated Dollar Amount:  
\$139,985.00

Justification for single source acquisition (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate):

CSLP is a nonprofit organization of which Florida's public libraries are members. The Department of State's Division of Library and Information Services represents Florida in this consortium of states working together to combine resources to provide an exclusive contracted vendor to produce materials designed for CSLP members.

The process used to reach this determination that Demco is the only vendor who can provide this service is that only members of the consortium can purchase these commodities at significant savings.

Approved By (names & titles, as appropriate, e.g., requestor, requestor management, information systems, budget, purchasing):

Jana Fine, Youth Services Consultant  
Jody Norman, Bureau Chief, Library Development  
Amy Johnson, Director, Division of Library and Information Services  
Christie Fitz-Patrick, Deputy Secretary  
Vonda Murray, Purchasing Director

Prospective vendors are requested to provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the agency, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the agency shall: provide notice of its intended decision to enter a single-source purchase contract in the manner specified in s.120.57(3), FS.