

Digital Archive Platform – Award of Contract

Date:	May 24, 2022
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval to award a renewal contract for the Digital Archive Platform to Gallery Systems Inc. The Digital Archive Platform consists of The Museum System (TMS) and eMuseum system currently hosted by Gallery Systems Inc. As part of the new contract, Toronto Public Library (TPL) negotiated an improved support model which includes a defined Service Level Agreement and test environments for TMS and eMuseum. The contract is for three years starting June 1, 2022, with the option for two additional one-year extensions, for a total potential value of \$631,930.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards a renewal contract for the Digital Archive Platform to Gallery Systems Inc. for hosting, licenses, maintenance and support, for up to five years, with a total potential commitment value of approximately \$631,930, excluding Harmonized Sales Tax (HST), comprised of:
 - a. a three-year contract award with an estimated value of \$362,605 comprised of:
 - i. June 1, 2022 to May 31, 2023 for \$115,725
 - ii. June 1, 2023 to May 31, 2024 for \$120,815
 - iii. June 1, 2024 to May 31, 2025 for \$126,065

- b. two optional one-year renewals, subject to satisfactory performance and at the sole discretion of the City Librarian, for a total estimated value of \$269,325, comprised of:
 - i. June 1, 2025 to May 31, 2026 for \$131,705
 - ii. June 1, 2026 to May 31, 2027 for \$137,620

FINANCIAL IMPACT

During the initial contract term (2018-2021) with Gallery Systems Inc., the vendor kept the price with no increases for three years and was not charging TPL for 54 required server access licenses. As a result, for the first year of the new contract, the cost for the current services will increase from \$72,687 to \$86,250, which represents a \$13,563 or 18% increase. TPL has added new services to the contract for an improved support model as well as 54 required server access licenses, and the additional cost in the first year is \$29,475, for a total first year contract value of \$115,725. This will result in operating budget pressure for 2022 of approximately \$25,105, for June to December 2022, and this can be accommodated in the 2022 operating budget.

For years two to five, the vendor provided pricing based on approximately 5% increase annually. The total estimated value of the contract over the three-year award and two optional renewal years is approximately \$631,930, which requires Library Board approval. Table below provides a cost breakdown summary.

Table 1								
Digital Archive Platform								
	Current Annual Cost	Year 1 June 2022 - May 2023	Year 2 June 2023 - May 2024	Year 3 June 2024 - May 2025	3-Year Contract Award	Optional Year 4 June 2025 - May 2026	Optional Year 5 June 2026 - May 2027	Total Five Years
Current Services								
Maintenance and support for TMS & eMuseum	34,188	38,750	40,665	42,585	122,000	44,730	46,985	213,715
Hosting Fees	38,499	47,500	49,875	52,380	149,755	54,995	57,735	262,485
	72,687	86,250	90,540	94,965	271,755	99,725	104,720	476,200
New Services								
TMS Collections Managed Hosting Test Instance	-	6,175	6,475	6,800	19,450	7,140	7,500	34,090
eMuseum Managed Hosting Test Instance	-	9,800	10,300	10,800	30,900	11,340	11,900	54,140
Named Users (Microsoft CALs) - qty 54	-	13,500	13,500	13,500	40,500	13,500	13,500	67,500
	-	29,475	30,275	31,100	90,850	31,980	32,900	155,730
Total	72,687	115,725	120,815	126,065	362,605	131,705	137,620	631,930

The Director, Finance and Treasurer has reviewed this financial impact statement and agrees with it.

ALIGNMENT WITH STRATEGIC PLAN

The Digital Archive Platform is aligned with Opening up our Public Spaces, which includes digital spaces.

EQUITY IMPACT STATEMENT

TPL's strategic plan has the City's equity lens embedded. This lens supports the understanding and addressing of barriers to TPL services by equity-deserving groups and vulnerable populations in the City of Toronto to advance equitable outcomes for all. TPL's Digital Archive and Digital Archive Ontario broaden access and drives inclusion to all, including equity-deserving groups, by making TPL's special and rare collections more accessible in a digital format. The Gallery Systems platform provides the foundation for making these collections available to all.

ISSUE BACKGROUND

TPL ran a competitive procurement process for a Digital Archive Platform in 2018 and awarded a three-year contract to Gallery Systems Inc. in December 2018 under the City Librarian's authority.

The contract with Gallery Systems Inc. has expired and TPL is currently on a month-to-month renewal using existing terms and pricing until May 31, 2022.

COMMENTS

The Digital Archive Platform from Gallery Systems Inc. was a complex implementation for TPL, which has been in operation for approximately two years.

To improve the Digital Archive Platform, TPL has also added an improved support model that includes a defined Service Level Agreement, and test environments for TMS and eMuseum to ensure application changes can be tested prior to implementation.

With the Digital Archive Platform, TPL has the opportunity to partner with other libraries to expand the holdings of the Digital Archive Ontario service and include access to the holdings of other Ontario libraries. Such partnerships may require alterations to the Gallery Systems contract but would not have impact on TPL's contractual cost obligations.

The recommended contract is for three years starting June 1, 2022, with the option for two additional one-year extensions.

CONTACT

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SIGNATURE

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