

CLEVELAND PUBLIC LIBRARY

Finance Committee

September 19, 2023

**RESOLUTION AUTHORIZING AGREEMENT FOR WEBSITE AND INTRANET
REDESIGN PROJECT**

WHEREAS, The Library Administration desires to retain the services of a web design firm to redesign the Library's public-facing website and its staff intranet; and

WHEREAS, In order to identify the firm most qualified to perform the redesign work, the Library conducted a two-step qualifications based selection process and invited 36 web design firms, seven of which were diverse vendors, to submit statements of qualifications; and

WHEREAS, The Library received statements of qualifications from ten firms and convened a selection committee who reviewed the statements and created a shortlist of the four most qualified firms, one of which is a diverse vendor: 10up, BiblioCommons, CleverGirl Marketing, and The Form Group; and

WHEREAS, The Library invited each of the shortlisted firms to submit a proposal for the redesign work and received the following price proposals:

- | | |
|-------------------------|----------------|
| 1. 10up | \$390,000 |
| 2. BiblioCommons | \$447,965.07 |
| 3. CleverGirl Marketing | \$270,404 |
| 4. The Form Group | \$250,000; and |

WHEREAS, Of the four shortlisted firms, only 10up and CleverGirl Marketing included both the public website and staff intranet in their proposals, and the selection committee determined that 10up was the firm most qualified to perform the redesign work; and

WHEREAS, 10up's proposed fee for the redesign work is \$390,000, and the Library believes an additional contingency of \$50,000 will be needed in order to address unforeseen costs that may arise during the redesign process; and

WHEREAS, This Board finds the fee for the website and intranet redesign to be fair and reasonable; now therefore be it

EXHIBIT 13

RESOLVED, That the Board authorizes the Executive Director, CEO or his designee to execute an agreement with 10up, in an amount not-to-exceed \$440,000 for the redesign of the Library's website and intranet upon such terms and conditions as are approved by the Library's Director of Legal Affairs, and such other documents as are necessary or appropriate to effectuate the Agreement in accordance with this Resolution, with the expenditure of \$440,000 being charged to the General Fund Account 11610053-53710 (Professional Services) and 11610055-55540 (Software).