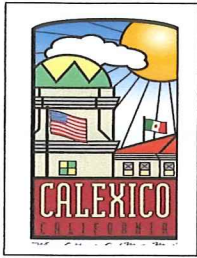


**AGENDA
ITEM**

17



AGENDA STAFF REPORT

DATE: February 15, 2023

TO: Mayor and City Council

APPROVED BY: Esperanza Colio-Warren, City Manager

PREPARED BY: Lizeth Legaspi, Library Manager

SUBJECT: Authorize City Manager to Sign Statement of Work to allow Innovative Interfaces to install SIP2 License Software

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Recommendation:

Authorize City Manager to sign Statement of Work to allow Innovative Interfaces to install a SIP2 license software.

Background:

The California State Library offered the opportunity to local libraries in California to provide six digital platforms designed to help Californians and their communities recover from the pandemic. These platforms included Coursera, GetSetUp, Learning Express, LinkedIn Learning, Northstar and Skillshare. Among other things, the platforms offer resources for workforce development and recovery, test prep, career change, small business startup, digital skill building, soft skills, certifications and more.

These platforms available through CAreer Pathways allow libraries to provide aid in personal economic development, increase digital equity and support the information needs of a 21st Century society.

Discussion & Analysis:

The Camarena Memorial Library opted-in in all these digital platforms offered by the California State Library. Five of them have been available to library users since 2021. LinkedIn Learning requires the Integrated Library System (Innovative Interfaces) to have a SIP2 license software installed to provide communication between systems. Innovative Interfaces is providing this license free of charge as it can be corroborated in the price exhibit attachment.

Fiscal Impact:

None

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Coordinated With:

None

Attachment:

1. Statement of Work
2. Pricing exhibit

Statement of Work

This Statement of Work (the "SOW") dated December 16, 2022, is entered into pursuant to the Master Professional Services Agreement between Camarena Library/Calexico USD ("Client") and Innovative Interfaces Incorporated ("Innovative") effective as of June 11, 2019 (the "Agreement"). Innovative and Client may each be referred to as "Party" from time to time or collectively as "Parties".

A. Purpose of this Statement of Work

The SOW provides an overview of the scope of the project and fees to complete the engagement based on Innovative's prior experience with similar projects and preliminary discussions with Client. The Client hereby acknowledges that the SOW is not meant to capture all detailed requirements but documents the high level requirements and implementation approach discussed and that additional detailed requirements discussions will be required to outline the full scope of work between the Parties.

B. Project Scope of Services

The Scope of the project includes the following set of professional services:

1. SIP2 Interface Implementation

- i) Innovative will install SIP2 software. All specified work includes, where necessary:
 - 1) Project management
 - 2) Requirements consultation between Client and Innovative
 - 3) Installation and configuration of the purchased software modules on a single production environment. If installation and configuration is required to be performed on additional server environments, additional fees will apply.
 - 4) Post-implementation testing
 - 5) Remediation of post-implementation issues, found during our own testing or found by the Client

No work will be performed, on the Client's production environment, without prior notification to, and approval from, the Client. Work will be performed in pre-specified maintenance windows, as agreed upon in advance by the Client and Innovative.

Any requested work, outside of the specifications listed above, will be quoted at an additional cost, and written approval must be provided by the Client before work can proceed.

C. Innovative Services Team

The Services Team will have the following resources available for this project:

- 1. System Engineer: System Engineers work with the Client on ILS setup and configuration as well as installations, network connections, and infrastructure configuration.

D. Client Implementation Team

- 1. Technical Lead: Will be responsible for assisting with Client responsibilities related to the installation and any other system level duties required by Client.

E. Implementation Assumptions

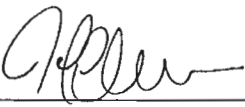
1. Client will have adequate resources available to ensure timely completion of any Client tasks outlined in the project schedule.
2. Timeline for the completion of this project will be established, through joint planning conversations between the Client and Innovative during the initial stage of the project.
3. Client will provide a technical point of contact who is able to provide, or coordinate access to, necessary information and Client resources. This includes information related to server access, collecting and providing any prerequisite information required to support installation and configuration of software, and other needs that may arise during the project.

F. Fees and Payment Terms

Fees for Services delivered under this SOW will be charged on a fixed price basis as set forth in the Innovative Pricing Exhibit EST-INC15802 attached herewith and are made in good faith based on the activities, approach, and assumptions contained within the SOW. Payment terms for this SOW are as set forth in the Professional Services Agreement. Any additional Change Requests will be performed at a blended rate of \$200 per hour for all resources. Additionally, Client is responsible for all reasonable out-of-pocket costs and expenses incurred during this SOW. Pricing assumes that deliverables in this Statement of Work are completed within six months or additional Services fees will apply.

IN WITNESS WHEREOF each party has caused this SOW to be executed by its duly authorized representatives.

AGREED:

Client	Innovative
Camarena Library/Calexico USD	Innovative Interfaces Incorporated
By:	By: 
Name:	Name: Jeff Anusbigian
Title:	Title: VP, Sales Operations
Date:	Date: December 16, 2022



Part of **Clarivate**

Pricing Exhibit

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler AZ 85226
United States

Date 12/13/2022
Quote # EST-INC15802
Payment Terms Net 30
Sales Rep Michael Carney
Technical Contact CU0170 Camarena Memorial Libra...
Site Code camar
Expires 3/13/2023

Bill To
Camarena Memorial Library
850 Encinas Ave
Calexico CA 92231-2559
United States

Ship To
Camarena Memorial Library
850 Encinas Ave
Calexico CA 92231-2559
United States

Currency
US Dollar

Item	Item Category	Qty	Description	Options	Original Rate	Unit Price	Amount
SIP2 Interface Implementation	Services	1	SIP2 Interface Implementation		1,000	0.00	0.00

Total Fees US\$0.00