December 1, 2005

MEMORANDUM

TO:   District Board of Trustees

FROM: William D. Law, Jr., President

RE: College Center for Library Automation (CCLA)

The College Center for Library Automation (CCLA) desires to purchase materials from the Greenwood Publishing Group. The materials purchased from Greenwood are a collection of electronic books to be used throughout the state to provide electronic access for Florida’s community college students.

The Greenwood Digital Collection is a sophisticated research platform comprised of reference, academic, and general interest e-books with approximately 3,000 titles. These specific titles have been reviewed and requested by sixteen (16) participating institutions, and are necessary in order to give the students access to the information contained in these publications.

The amount requested for approval is $40,000.

This request has been reviewed by the Purchasing Supervisor for Tallahassee Community College and confirmed that the purchases would be exempt from the competitive bid process per Rule 6A14.0734 (2)(e); Services or commodities available only from a single or sole source.

The Greenwood Digital Collection is a sole source purchase due to the copyright restrictions placed on these documents, and as a result, these documents can only be made available from the copyright holder or their designated provider.

Staff Resource: Glendon Forgey

RECOMMENDED ACTION: Approve the purchase as requested.