

Business Investment Request Form

Overall Status:

Approved

Approval Date:

2/14/2020

Contact Information

Today's Date:

12/18/2019

Reference Number, if applicable (e.g. Remedy # or TSR):

Requester's Name:

Maria Dominguez

This field will auto populate upon Save or Submit

Owning Department:

Library Department

Request Details

Request and/or Project Title:

Library Department: Renewal eLibrary ...

Requested Start Date:

1/1/2020

Requested Completion Date:

1/31/2020

State the business need:

The Library Department is seeking a blanket waiver for the eLibrary digital content subscriptions outlined in the attachment, "BIRF 6 year Waiver Request – List of Resources," from 2020 -2026. The next renewal of subscription content services will be in 2025. A blanket renewal was discussed with, and recommended by Shannon M. Lawson, City of Phoenix ACIO/CISO.

The subscriptions listed do not store City owned data and use a referring URL against our ILS's account number field to ensure library membership in order to have access to that resource.

Explain the benefits and value if request is fulfilled:

Benefit 1: The Library will be able to maintain a robust eLibrary that meets residents' educational and entertainment needs.

Benefit 2: The eLibrary collection can continue to serve as a primary, high circulating collection, circulating an equivalent of what 15 of our branch locations circulate combined in a month.

Benefit 3: The eLibrary is open 24/7.

Select expected business outcome(s) if request is fulfilled:

☐ Reduce Costs

☒ Increase Efficiencies

☐ Increase Revenue

☒ Mitigate Risk

☒ Continue Operations

☒ Improve Customer Service

☒ Resolve Compliance Issue

Vendor if Known:

various, see attachment

Explain business risk and impact if request is not fulfilled:

Risk 1: Lapses in services would diminish services to citizens, i.e. due to possible payment delays.

Risk 2: Increased staff overhead for one person that manages the system's eLibrary collection.

Risk 3: Availability of some resources would impact the eBook consortium as Phoenix Public Library is the largest contributor to the state.

Security Details

1. Will the outcome of this procurement result in technical configuration changes to existing cloud or on-premise City systems?*

No ☐ Yes ☐

2. Will the product or service of an outside party (non-City of Phoenix) involve the processing, review, maintenance, retention, or use of City of Phoenix information by that or any other outside party?*

No ☐ Yes ☐

3. Will the product or service involve hosting by an outside party (i.e. off-site storage or cloud-based hosting by one or more outside parties) or CoP information?*

No ☐ Yes ☐

4. Will any outside party have access to servers, systems, networks, or CoP information, whether electronic or physical (i.e. paper files and documentation, electronic spreadsheets, etc.)?*

No ☐ Yes ☐

5. Specify all personally identifiable information (PII) data elements that will be shared with or accessed by any outside party for this product or service (i.e. social security numbers, credit card numbers, financial accounts or records, employee names or records, addresses, etc.).

Financial Details

This is a request for:

Spending Current Appropriation

☒ General

☐ Enterprise

☐ Grant

☐ Other

Cost Center/WBS:

7540000000

GL:

520912

Initial Cost:

Annual Maintenance Cost:

(Leave fields blank if estimates or actuals are unknown)

On Behalf Of: (Middle Manager or Above)

Maria Dominguez

Attachments can have letters and numbers in the title, but not characters. Characters in the name will result in an error and the request will not be submitted.

[BIRF 6 Year Waiver Request - List of Resources.xlsx](#)

To submit, please provide required fields