



## City of Round Rock Purchasing Justification Form

<b>Date:</b>	03/24/26	<b>Department Name:</b>	Library
<b>To:</b>	<b>Purchasing</b>	<b>Requestor Name:</b>	Michelle Jones
		<b>Phone Number:</b>	+1 (512) 218-3209

Instructions: Complete this form for all purchases that will exceed \$3,000 and will be exempted from competition as prescribed in Texas Local Government Code Chapter 252.022. Attach additional information as needed to support the exemption request.

The City declares the competitive bidding procedures in Texas Local Government Code Chapter 252 to be exempt for this procurement. This Justification Form is executed and filed with the Purchasing Division as follows:

1. The undersigned is authorized and certifies that the following exemption is applicable to this purchase. Please check the criteria listed below that applies to this purchase request:

- Sole Source (check one)
  - Items that are available from only one source because of patents, copyrights, secret process, or natural monopolies.
  - Films, manuscripts, or books.
  - Gas, water, and other utilities.
  - Captive replacement parts or components for equipment.
  - Books, papers, and other library materials for a public library that are available only from the persons holding the exclusive rights to the materials.
- Goods Purchased for Subsequent Retail Sale
  - A procurement of goods being purchased for subsequent resale by the City.
- Public Calamity
  - A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of a municipality.
- Public Health and Safety
  - A procurement necessary to preserve or protect the public health or safety of the municipality's residents.
- Unforeseen Damage
  - A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.

Personal, Professional or Planning Services

- o A procurement of personal, professional, or planning services



Other

- o Cite the applicable Texas Local Government Code Chapter 252 exemption in the justification box below.

2. Justification: Describe in detail below **why** an exemption according to Section 252.022 of the Local Government Code is being submitted for this purchase. (Attach additional pages if needed)

The Hoopla digital content platform, developed and distributed by Midwest Tape, LLC, is a sole-source product. Hoopla is the only comprehensive digital media platform specifically designed for public libraries that integrates multiple licensing models, including instant (simultaneous-use) access and traditional one-copy/one-user lending. Additionally, the platform provides customizable settings that enable libraries to curate and manage their digital collections to meet community needs.

3. Attach and submit the following documentation that supports this justification as applicable.

- Vendor's proposal/quote.  Attach Vendor Proposal/Quote
- If sole source a Manufacturer's letter declaring the purchase is sole source and why. The letter should be no older than 6 months old and signed by an authorized representative on company letterhead.  Manufacturers Letter for Sole Source

4. Because the above facts and supporting documentation the City of Round Rock exempts this procurement from LGC Chapter 252 and intends to contract with:

Vendor Name:	Midwest Tape, LLC
Description:	Digital content. E-books, Audio Books, Music, etc.

5. Check the purchase type and fill in the dollar amount and purchase term as applicable:

- This is a one-time purchase request for \$ \_\_\_\_\_
- This is a term contract request for <sup>60</sup> \_\_\_\_\_ (# months) in the amount of \$ 500,000.00

Purchasing Office/  
Management Review:

*Brandon Rainer*

03/24/2026

Purchaser/Purchasing Management (over \$50,000) Date

Approved by:

*Rhonda Kuiper*

03/24/2026

Rhonda Kuiper (Mar 24, 2026 13:41:30 CDT)

Department Manager, Asst Director, or Director Date

Rhonda Kuiper













# Justification Form

Final Audit Report

2026-03-24

Created:	2026-03-24 (Central Daylight Time)
By:	Adam Gagnon (agagnon@roundrocktexas.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnZxAETrAnLvYwYxLeD0WiQ-BE6Mfl-RY

## "Justification Form" History

-  Web Form created by Adam Gagnon (agagnon@roundrocktexas.gov)  
2025-03-03 - 4:41:22 PM EST
-  Michelle Jones (mjones@roundrocktexas.gov) uploaded the following supporting documents:
  -  Attach Vendor Proposal/Quote
  -  Manufacturers Letter for Sole Source2026-03-24 - 1:04:18 PM CDT
-  Web Form filled in by Michelle Jones (mjones@roundrocktexas.gov)  
2026-03-24 - 1:04:18 PM CDT- IP address: 71.42.191.10
-  Email verification link emailed to Michelle Jones (mjones@roundrocktexas.gov)  
2026-03-24 - 1:04:21 PM CDT
-  Email viewed by Michelle Jones (mjones@roundrocktexas.gov)  
2026-03-24 - 1:05:56 PM CDT- IP address: 71.42.191.10
-  Approval verified by Michelle Jones (mjones@roundrocktexas.gov)  
2026-03-24 - 1:06:00 PM CDT- IP address: 104.47.65.254
-  Document emailed to Rhonda Kuiper (rkuiper@roundrocktexas.gov) for signature  
2026-03-24 - 1:06:02 PM CDT
-  Email viewed by Rhonda Kuiper (rkuiper@roundrocktexas.gov)  
2026-03-24 - 1:39:47 PM CDT- IP address: 71.42.191.10
-  Document e-signed by Rhonda Kuiper (rkuiper@roundrocktexas.gov)  
Signature Date: 2026-03-24 - 1:41:30 PM CDT - Time Source: server- IP address: 71.42.191.10
-  Document sent to Adam Gagnon (agagnon@roundrocktexas.gov), Amanda Crowell (acrowell@roundrocktexas.gov), Brandon Rainer (brainer@roundrocktexas.gov), David Carter (dcarter@roundrocktexas.gov), and 3 more for signature. One of them to sign  
2026-03-24 - 1:41:34 PM CDT



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 Email sent to Teresa Reddy (treddy@roundrocktexas.gov) bounced and could not be delivered

2026-03-24 - 1:41:52 PM CDT

 Email viewed by Amanda Crowell (acrowell@roundrocktexas.gov)

2026-03-24 - 1:42:12 PM CDT- IP address: 71.42.191.10

 Email viewed by David Carter (dcarter@roundrocktexas.gov)

2026-03-24 - 1:42:43 PM CDT- IP address: 71.42.191.10

 Email viewed by Heather Foster (hfoster@roundrocktexas.gov)

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 Email viewed by Adam Gagnon (agagnon@roundrocktexas.gov)

2026-03-24 - 1:50:13 PM CDT- IP address: 71.42.191.10

 Email viewed by Brandon Rainer (brainer@roundrocktexas.gov)

2026-03-24 - 2:05:15 PM CDT- IP address: 104.47.65.254

 Document e-signed by Brandon Rainer (brainer@roundrocktexas.gov)

Signature Date: 2026-03-24 - 2:05:28 PM CDT - Time Source: server- IP address: 71.42.191.10

 Agreement completed.

2026-03-24 - 2:05:28 PM CDT

