

September 26, 2025



Mary Williams
North Richland Hills Public Library
9015 Grand Ave
North Richland Hills, Texas 76180

RE: OverDrive as a sole source provider

Dear Mary,

OverDrive, Inc. uniquely provides a series of digital library services that enable institutions to lend popular ebooks, digital audiobooks, streaming video, and digital magazines to their authorized users via a single platform.

Available from OverDrive as a sole source provider, we offer a comprehensive suite of services that includes:

- A customized website for libraries and the award-winning, proprietary *Libby* app for patrons to access digital content
- OverDrive's proprietary browser-based formats for digital content, *OverDrive Read* for ebooks and *OverDrive Listen* for audiobooks
- OverDrive's proprietary online *Marketplace* for content ordering, content management, and customized usage reports
- OverDrive's proprietary *Local Content* feature, which enables institutions to upload locally produced and self-published digital content for lending to their users, with lending policies set by the institution
- OverDrive's proprietary *Public Library Connect* feature, which leverages cooperation between OverDrive's library and school customers to enable students to access their public library's digital content collection via OverDrive's student reading app, Sora
- OverDrive's *Notify Me* feature, which enables patrons to express interest in a title not currently offered by their library
- *OverDrive APIs*, available via the OverDrive Developer Portal, which allow for deep integration of digital content with library discovery tools
- Download ebooks in the Kindle format and compatibility with all generations of Amazon Kindle (*exclusive to OverDrive*)
- Popular and educational streaming videos available through Kanopy (*exclusive to OverDrive*)
- Digital magazines available through Zinio (*exclusive to OverDrive*)
- Online music lessons from master musicians available through ArtistWorks (*exclusive to OverDrive*)
- Integration with the institution's ILS for real-time patron authentication

As a result of the combination of the above referenced items, as well as OverDrive's continued innovation, market leadership, proven success, and secret processes, OverDrive is the sole vendor to offer these unique services and sought-after materials.

Very truly yours,

A handwritten signature in black ink, appearing to read "Steve Potash".

Steve Potash
Founder & CEO
OverDrive, Inc.



Sole Source/Sole Brand Justification Form

Complete this form when only one source is available for goods or services requested or when only one product will meet your needs. Respond to all questions that apply. Please complete and forward it to the Purchasing Department, along with Sole Source letter provided by vendor. If more space is needed, please attach additional page(s).

PURCHASE INFORMATION

1. Provide Estimated Price.

2. Provide name, manufacturer, and model number of item being purchased or the services to be purchased.

3. Provide Description of requested items or services and their purpose(s). Add additional sheet if needed.

4. Reason(s) for requesting a sole source purchase:

- ☒ Original manufacturer or provider.
- ☐ Only local distributor for the original manufacturer or provider.
- ☐ Only known item or service matching the requested needs or performing the intended task.
- ☒ Sole provider of a licensed or patented good or service.
- ☒ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
- ☐ Sole provider or factory-authorized warranty service.
- ☐ None of the above applies (Please attach a detailed explanation and justification for this sole source request.)

5. Explain why the product or service requested is the only one that can satisfy your requirements.

6. Identify other sources reviewed and why they are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source or proprietary purchase.

Mary Williams

Print/Type Name

Cecilia Barham

Department Director's Signature

Acquisitions Clerk

Print/Type Title

Oct 2, 2025

Date

Library

Department

Telephone Number

PURCHASING USE ONLY

Approved by: *Xiomara Abad*

Purchasing Manager (or designee)

Date: Oct 10, 2025








OverDrive Sole Source FY 26

Final Audit Report

2025-10-10

Created:	2025-10-02
By:	Mary Williams (mmwilliams@nrhtx.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAysscQpxu6s_cj9qn5ZylutenBmVH7KyG

"OverDrive Sole Source FY 26" History

-  Document created by Mary Williams (mmwilliams@nrhtx.com)
2025-10-02 - 5:20:29 PM GMT
-  Document emailed to Cecilia Barham (cbarham@nrhtx.com) for signature
2025-10-02 - 5:28:58 PM GMT
-  Email viewed by Cecilia Barham (cbarham@nrhtx.com)
2025-10-02 - 6:57:15 PM GMT
-  Document e-signed by Cecilia Barham (cbarham@nrhtx.com)
Signature Date: 2025-10-02 - 10:00:08 PM GMT - Time Source: server
-  Document emailed to Xiomara Abad (xabad@nrhtx.com) for signature
2025-10-02 - 10:00:10 PM GMT
-  Document e-signed by Xiomara Abad (xabad@nrhtx.com)
Signature Date: 2025-10-10 - 5:25:51 PM GMT - Time Source: server
-  Agreement completed.
2025-10-10 - 5:25:51 PM GMT