

**CONCESSION AGREEMENT PRE-SOLICITATION REVIEW MEMORANDUM COVER SHEET**  
*(Complete and attach a CPSR Memorandum only if the selection procedure will be other than Competitive Sealed Bids)*

<b>AGENCY:</b> Department of Records & Information Services	<b>CONCESSION TITLE/DESCRIPTION:</b> Digitization and Indexing of Historical/Archival Records
<b># VOTES required for proposed action = 4</b> <input type="checkbox"/> N/A	<b>CONCESSION IDENTIFICATION #</b>

**SELECTION PROCEDURE**  
 (\* City Chief Procurement Officer approval of CPSR required)

☐ Competitive Sealed Bids (CSB) (CSP)\*
 ☐ Competitive Sealed Proposals

☒ Different Procedure \* (☒ Sole Source Agreement ☐ Other \_\_\_\_\_)

☐ Negotiated Concession\*

Recommended Concessionaire: Ancestry.com Operations, Inc.
 ☒ EIN ☐ SSN # 87-0392473

Attach Memo(s) \*

<p align="center"><b>CONCESSION AGREEMENT TERM</b></p> <p>Initial Term: <b>9 years</b>          Renewal Option(s) Term:</p> <p>Total Potential Term: <b>9 years</b></p>	<p align="center"><b>ESTIMATED REVENUE/ANTICIPATED BUSINESS TERMS</b>          (Check all that apply)</p> <p align="center"><input type="checkbox"/> Additional description attached)</p> <p><input type="checkbox"/> Annual Minimum Fee(s) \$ _____</p> <p><input type="checkbox"/> % Gross Receipts _____%</p> <p><input type="checkbox"/> The Greater of Annual Minimum Fee(s) of \$_____ v. _____% of Gross Receipts</p> <p><input checked="" type="checkbox"/> Other formula \$5,000 due 30 days after Effective Date; \$2,500 in years 2-9 within 30 days of Effective Date Anniversary;</p>
<p><b>LOCATION OF CONCESSION SITE(S)*</b> <input checked="" type="checkbox"/> N/A</p> <p>Address _____</p> <p>Borough _____ C.B.</p> <p>Block # _____ Lot # _____</p> <p><small>*Attach additional sheet</small></p>	

**CONCESSION TYPE (Check all that apply)**

**> Significant Concession:**

☒ NO  
☐ YES Basis:
 ☐ Total potential term =>10 years
☐ Projected annual income/value to City >\$100,000
☐ Major Concession

**> Major Concession:**

☒ NO  
☐ YES - Award will be subject to review and approval pursuant to Sections 197-c and 197-d of NYC Charter.

**NOTIFICATION REQUIREMENTS**

Subject concession will be awarded by CSB or CSP.
 ☐ YES ☒ NO

If YES, check the applicable box(es) below:

☐ The subject concession is a Significant Concession and the Agency has/will complete its consultations with each affected CB/BP regarding the scope of the solicitation at least 30 days prior to its issuance.

☐ The subject concession is a Significant Concession and the Agency provided notification of such determination to each affected CB/BP by inclusion of this concession in the Agency's Plan pursuant to §1-10 of the Concession Rules.

☒ The subject concession has been determined not to be a Major Concession and the Agency has sent/will send written notification of such determination to each affected CB/BP at least 40 days prior to issuance of the solicitation.

The subject concession has been determined not to be a Major Concession and the Agency provided notification of such determination to each affected CB/BP by inclusion of this concession in the Agency's Plan pursuant to §1-10 of the Concession Rules.

If NO, check the applicable box below:

- ☒ The Agency certifies that each affected CB/BP has received/will receive written notice at least 40 days in advance of the FCRC meeting at which the agency will seek approval to use a different selection procedure.
- ☐ The Agency certifies that based on exigent circumstances it has requested/will request unanimous approval of the FCRC to waive advance written notice to each affected CB/BP.
- ☐ The Agency certifies that each affected CB/BP will receive written notice that the concession was determined to be non-major along with a summary of the terms and conditions of the proposed concession upon publication of a Notice of Intent to Enter into Negotiations. The agency further certifies that it will send a copy of this notice to the members of the Committee within five days of the notice to each affected CB/BP.

**AUTHORIZED AGENCY STAFF**

This is to certify that the information presented herein is accurate.

Name Kenneth R. Cobb

Title Assistant Commissioner DORIS

Signature Kenneth Cobb

Date 5/20/2022

**CITY CHIEF PROCUREMENT OFFICER**

This is to certify that the agency's plan presented herein will comply with the prescribed procedural requisites for the award of the subject concession.

Signature \_\_\_\_\_  
City Chief Procurement Officer

Date   /  /