

Request for Quotation

To Provide Financial Services for Missouri Evergreen Consortium
Beginning April 1, 2019 and ending March 31, 2021

Dated 12/17/2018



Index

1. Introduction	Page 2
2. Consortium Mission	Page 2
3. History and General Information	Page 2
4. Description	Page 3
5. Missouri Evergreen Finance Committee	Page 3
6. Missouri Evergreen Executive Board	Page 4
7. Missouri Evergreen Consortium Member Libraries	Page 5
8. Timeline	Page 6
9. Scope of Work	Page 7
10. Mandatory Requirements	Page 7
11. Highly Desirable Requirements	Page 7
12. Vendor Company Profile	Page 8
13. Strategic Partnerships	Page 8
14. Financial Data	Page 8
15. Company Contacts	Page 8
16. User Groups	Page 8
17. Customer References	Page 8
18. Submission of Pricing	Page 9
19. Evaluation and Selection Criteria	Page 9
20. Submission of Proposals	Page 9

**Request for Quotation (RFQ)
To Provide Financial Services for
Missouri Evergreen Consortium
and to contract for three (3) years
Beginning April 1, 2019 and ending March 31, 2021
Dated: December 17, 2018**

Introduction:

The Missouri Evergreen Consortium is soliciting quotations for a fiscal agent for financial services. Any fiscal agent must not only meet the requirements set forth in this Request for Quotation (RFQ), but must also be flexible and scalable in order to meet its future business and technology needs.

Consortium Mission:

Missouri Evergreen brings together Missouri Public Libraries to strengthen and promote excellent library services to our member libraries and Missouri citizens. The Consortium helps realize the potential of member libraries by resource sharing, cost savings, and member collaboration.

History and General Information

The Missouri Evergreen consortium formed in the summer of 2012 as a way to increase cost-effective resource sharing among Missouri public libraries. Member libraries share an integrated library system (ILS) based on the open source Evergreen software. This allows patrons and staff at member libraries to request books from other member libraries as though they are two branches of the same library system.

Since its inception in 2012, the consortium has added 5-6 libraries per year with the ultimate goal of serving citizens throughout most of the state of Missouri. Access and links across the State of Missouri with patron initiated holds for interlibrary borrowing and lending among the member libraries is the purpose of the Consortium with savings in collection development, space, and staffing. Additional savings may be realized through shared purchases that enhance the usefulness by patrons of the Consortium's shared catalog.

Currently each member library pays annual membership fees, a reserve fund fee, and other fees for enhanced content for patrons. Support for this system is enhanced by the Missouri State Library through LSTA funds. Additionally, libraries use third party vendors for RFID, heavily dependent upon SIP connections for use of patron payments, such as Pay Pal, and print management.

Through contract with the Missouri State Library, Missouri Evergreen is hosted and maintained by dedicated staff from MOBIUS. This staff provides support services by way of migration and system setup, reports, training, database maintenance, programming, and upgrades bridging the needs of member libraries with the ILS.

Description:

Four libraries founded Missouri Evergreen Consortium in the spring of 2012. In the 6+ years since that time, the consortium has grown to include 41 libraries that are online and additional four public libraries with signed MOU's to transition in 2019.

The Consortium collection size is approximately 1.4 million bibliographic records representing over 3.0 million items of books, audiobooks, eBooks, serials, comics, graphic materials, archives, video, music, streaming media, etc. Materials are provided by 41 libraries representing the spectrum of municipal, county, and regional libraries across the State of Missouri. The population served is spread throughout the entire state of Missouri within the consortium's public libraries with 604,924 registered borrowers as of October 29, 2018.

Missouri Evergreen uses Evergreen, an open source fully integrated ILS system with cataloging, circulation, OPAC, and acquisitions modules employed by member libraries. Libraries use a combination of Z39.50 and OCLC Connexion for cataloging services. The consortium uses Marcive for authority control. Deduplication of records is handled through the member libraries utilizing reports run by MOBIUS IT staff with member library catalogers reconciling record duplication.

Missouri Evergreen Consortium seeks continued growth and has retained the status as a 501(c)3 making this possible. In addition, Missouri Evergreen's maintenance fees and reserves provide for a financed operational base of approximately \$353,000. These funds are provided through federal tax dollars from the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act (LSTA) as administered by the Missouri State Library, a division of the Office of the Secretary of State. Additionally, Missouri Evergreen member libraries also fund the consortia through local tax revenues. The members of Missouri Evergreen must show they are good stewards of these funds and are managing these funds as intended either through the State Library or maintenance fees.

Missouri Evergreen Finance Committee:

This RFQ comes from the ad hoc Finance Committee whose members are responsible for developing, reviewing and recommending this RFQ:

- Sue Lightfoot, Chair, Carrollton Public Library, <director@carrolltonlibrary.com>
- Terri York, Webster County Library, <director@webstercountylibrary.org>
- Tiffany Taylor, Polk County Library, <tTaylor@polkcolibrary.org>
- Kjersti Merseal, Scenic Regional Library, <kmerseal@scenicregional.org>

Jake Johnson, Webb City Library, <jjohnson@webbcitylibrary.org>

The motion was made and approved by the Executive Council in June 2018 to appoint an ad hoc committee to review the best methods of fund management, contracts, and disbursement. The committee may develop an RFI or RFQ requesting services for fund management, contracted services such as the ILS, web page, and cloud storage; fund disbursements for services such as collections, holds, and overdue notifications, apps, authority control, and OPAC database enhancements. As the committee begins its exploration, the members may expand the list of services needed. Regardless of the methodology used, the committee must work with companies who have both a reputation and reliable history of managing consortia funds.

The committee may recommend changes to the by-laws of Missouri Evergreen.

The committee should research how other similar consortia operate.

The Executive Board of the Missouri Evergreen Consortium:

Member	Library	Email
Colleen Knight (Chair)	Polk County Library	cknight@polkcolibrary.org
Cathy Dame (Vice-Chair)	Lebanon-Laclede County Library	cdame@lebanon-laclede.lib.mo.us
Kathy Condon-Boettcher (Secretary)	Festus Public Library	kcondon@cityoffestus.org
Steve Campbell (Member-at-Large)	Scenic Regional Library	swcampbell@scenicregional.org
Rachael Grime (Member-at-Large)	Little Dixie Regional Library	director@little-dixie.lib.mo.us
Sue Lightfoot (Member-at-Large)	Carrollton Public Library	director@carrolltonlibrary.com

Peggy Northcraft (Member-at-Large)	Marion County Library Subdistrict #1	pnorth@marionlib1.org
Sue Szostak (Member-at-Large)	Poplar Bluff Municipal Library	szostak@poplarbluff.org
Terri York (Member-at-Large)	Webster County Library	director@webstercountylibrary.org
Ron Eifert (Ex-Officio, Cataloging Committee Chair)	Sikeston Public Library	reifert@sikeston.lib.mo.us
Michelle Swane (Ex-Officio, Circulation Committee Chair)	Ozark Regional Library	swanem@ozarkregionallibrary.lib.mo.us
Donna Bacon (Ex-Officio)	MOBIUS	donna@mobiusconsortium.org
Robin Westphal (Ex-Officio)	Missouri State Library	robin.westphal@sos.mo.gov

Any questions regarding this Request for Quotation may be addressed to Sue Lightfoot, Finance Committee Chair, Carrollton Public Library, director@carrolltonlibrary.com AND Colleen Knight, Polk County Library, cknight@polkcolibrary.org. They, along with the Ad Hoc Committee, will respond.

Missouri Evergreen Consortium Member Libraries:

Missouri Evergreen is entering its seventh year and comprises 45 member systems--41 live on Evergreen--representing over 100 locations, containing more than 3,000,310 items, 1,417,388 bibliographic records, and over 604,924 patrons as of end of October, 2018.

Missouri Evergreen Consortium member libraries are:

Poplar Bluff Municipal Library
 Grundy County Jewett Norris Library
 Marshall Public Library

Carrollton Public Library
 Douglas County Public Library
 Lebanon-Laclede County Library

Livingston County Public Library
 Stone County Library
 Webster County Library
 Doniphan-Ripley County Library
 Albany Carnegie Public Library
 Howard County Public Library
 Little Dixie Regional Libraries
 Carthage Public Library
 Webb City Public Library
 Bollinger County Public Library
 Washington Public Library
 Scenic Regional Library
 Caruthersville Public Library
 Sikeston Public Library
 Ozark Regional Library
 Mountain View Public Library
 Riverside Regional Library
 Wright County Library

Marion County Library Subdistrict #1
 Cameron Public Library
 Willow Springs Public Library
 Schuyler County Library District
 Dulany Memorial Library
 De Soto Public Library
 Salem Public Library
 Polk County Library
 Ste. Genevieve County Library
 Pulaski County Library
 Festus Public Library
 Texas County Public Library
 Trails Regional Library
 Jefferson County Public Library
 Crawford County Library District
 North Kansas City Public Library
 Cass County Library

Continued growth with signed MOU and transition pending as of December, 2018:
 Camden County Library District in April 2019
 Ray County Library in June 2019
 Seymour Community Library in July 2019
 Heartland Regional Library System in July 2019.

Timeline:

Event	Date
RFQ Released	December 17, 2018
Pre-Submittal Questions	January 8, 2019
Due Date of RFQ	January 15, 2019
Top Vendors Review	January 16-February 14, 2019
Final Selection of Vendor	February 15, 2019
Desired Begin Date	April 1, 2019

Scope of Work, Mandatory and Highly Desirable Requirements

The Missouri Evergreen Consortium, as a non-profit organization, seeks a vendor to provide fiscal management and act as a fiscal agent. This will encompass financial planning, budgeting, cash management and accounting systems.

Mandatory Requirements:

The fiscal management vendor must operate systems for administrative services including: financial planning, budgeting, cash management, and accounting systems involving accounts payable, accounts receivable, grants management, cost allocation and fiscal reporting. In addition, the consortium will be subject to audit and the fiscal agent must conduct work in accordance with generally accepted auditing standards (GAAS) with internal control methods and measures. Assistance with filing the IRS Federal Form 990 will be required along with continuing assurances the Missouri Evergreen Consortium is compliant with state and federal requirements.

Specifically fund management for contracted services such as the ILS, web page, and cloud storage; fund disbursements for services such as collections, holds, and overdue notifications, apps, authority control, and OPAC database enhancements to the Missouri Evergreen online card catalog. Responsible for billing libraries with special services requests and monitors charges made for services insuring reasonable costs.

The vendor will attend quarterly meetings (in person, email, or via conference call or sessions) with the Executive Board and/or Finance Committee or their designee informing them of updates and/or changes to investments and finances. The vendor should be a registered investment advisor who can provide written acceptance of co-fiduciary status. Respondent's investment materials have been reviewed by Financial Industry Regulatory Advisory (FINRA). A copy of FINRA's opinion letter should be available for review. The vendor should be able to provide investment materials that have been reviewed by outside legal counsel for compliance if warranted.

The vendor will provide a written service proposal detailing the services they provide to the Missouri Evergreen Consortium and their Executive Board.

The vendor will maintain adequate levels of fiduciary insurance coverage.

Vendors should detail the workflow and timeline involved in the completion of this project using a standard fiscal year of 12 months.

Highly Desirable Requirements:

Additionally, as Missouri Evergreen Consortium sees continued growth, the Finance Committee will consider the vendor providing payroll services as a separate unit of work. Payroll services will include quarterly and annual employee holding statements preparation and issuance, monitoring of state, and IRS regulations for adherence to qualification status.

Vendor Information Company Profile

A. Describe your company, including its history, origin, and any affiliation to other corporate entities.

B. Provide the owners' and/or principal officers' names and any other pertinent information.

C. If the company is currently for sale or involved in any transactions to expand or to be acquired by another organization, please explain.

D. Describe the company's involvement with library-related organizations and standard organizations.

E. Describe the procedure for developing new customers and features, including how customer input is taken, evaluated, and weighed.

Strategic Partnerships

List any partnerships with third-party Vendors, including a brief description of the services they provide.

Financial Data

Please provide financial information sufficient to include the vendor's financial stability.

Company Contacts

Provide a list of organizational officers directly involved in the product being bid, with their backgrounds and credentials. Identify the number and location of sales and support personnel accessible to the Missouri Evergreen Consortium Executive Board.

User Groups

Provide contact information for users groups, including website or listserv addresses. Provide the URL for any website that provides information on the company, press releases, and product information that is relevant to this proposal.

Customer References

At least three references of comparable size consortia must be submitted. Include entity name, current contact names with titles, email addresses and phone numbers.

1. One from a similar type of library/consortium to Missouri Evergreen (e.g., public or academic libraries)
2. One from a longtime customer (six years or more)
3. One from a new customer (started within last six- twelve months)

Submission of Pricing

Bidders are requested to use separate page or pages, clearly labeled "Pricing Structure", as part of the vendor's proposal.

All prices should be supplied including initial costs, ongoing costs, report costs, file transfer costs, and delivery or shipping. List separately any additional charges to be considered separately.

If additional services, not requested by this proposal, are being recommended by the bidder, they must be listed separately and not be figured into the total.

Describe the options for payment of invoices, e.g., credit card, check, electronic transfer for vendor services by the consortium.

Evaluation and Selection Criteria

The Finance Committee will recommend and Executive Board will select the successful proposal based upon several evaluation facts including features as outlined in the RFQ, company stability, references, and price. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the Missouri Evergreen Consortium as determined by the Executive Board. The Missouri Evergreen Consortium Executive Board reserves the right to reject any or all proposals.

The RFQ will be evaluated and weighted according to the following criteria:

- Understanding of mandatory project requirements and ability to meet them: 40 maximum points.
- Ability to comply with highly desirable project requirements: 10 maximum points.
- References; staff qualifications and experience: 15 maximum points.
- Price of product: 35 maximum points

Submission of Proposal:

Proposals may be submitted in the following formats: hard copy print and/or email not later than 5:00 p.m. CDT, January 15, 2019. Any proposal not received by the listed bid opening date and time will be rejected.

1. Email address for submission of electronic bids: director@carrolltonlibrary.com AND cknight@polkcolibrary.org.
2. Address for submission of printed bids:

Sue Lightfoot, ME Finance Committee Chair
% Carrollton Public Library
1 North Folger Street
Carrollton, MO 64633

AND

Colleen Knight, ME Executive Council President
% Polk County Library
1690 West Broadway
Bolivar, MO 65613

3. Any questions requiring clarification of bid submission should be directed to the purchaser, Missouri Evergreen, Sue Lightfoot, ME Finance Committee Chair 660-542-0183 director@carrolltonlibrary.com OR Colleen Knight, Executive Council President 417-326-4531 cknight@polkcolibrary.org.
4. Any questions regarding the Missouri State Library's role through LSTA grant awards should be directed to Robin Westphal, State Librarian, Missouri State Library, 573-526-4783 or toll free (800) 325-0131 robin.westphal@sos.mo.gov.
5. As an element of fairness and full disclosure of information, all questions or inquiries from vendors will be shared or copied as well as all answers or responses to vendors from the Missouri Evergreen Finance Committee and/or Missouri Evergreen Executive Board by email.
6. Pre-Submittal Questions: The closing date for inquiries is five working days prior to bid opening which will be January 8, 2019. The Missouri Evergreen Consortium Finance Committee and/or Executive Board must receive questions no later than January 8, 2019 to enable the Executive Board and/or Finance Committee Chair to respond. Failure to request clarification of any inadequacy, omission or conflict will not relieve the Vendor of responsibility.
7. Any conditions which the bidder wishes to stipulate other than those included in this RFQ must be specifically stated in writing in the bidder's cover letter. If the bidder cannot accept a provision of the RFQ, it must also state in the cover letter the RFQ number of the unacceptable provision. All requested forms must be completed and submitted with the RFQ response. Any supporting literature that the bidder wants to include should be placed in an appendix.
8. The response should include the numeration of all the specifications put forth in the RFQ and should include the original wording.
9. An electronic version of this RFQ is available at: www.libraries.missourievergreen.org
10. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFQ. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFQ. Costs for developing proposals in response to the RFQ are the obligation of the vendor and are not chargeable to the Missouri Evergreen Consortium.
11. All proposals and accompanying documentation will become the property of Missouri Evergreen Consortium and will not be returned.

12. RFQ Amendments – The Missouri Evergreen Consortium reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal.
13. The Missouri Evergreen Consortium reserves the right to change the RFQ schedule or issue amendments to the RFQ at any time. The Missouri Evergreen Consortium also reserves the right to cancel or reissue the RFQ.
14. Rejection of Proposals - The Missouri Evergreen Consortium reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Missouri Evergreen Consortium.
15. Proposal Validity Period - Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and may be incorporated into any final agreement that is negotiated between the Missouri Evergreen Consortium and the successful vendor.
16. Disclaimer - The Missouri Evergreen Consortium Executive Board and Finance Committee reserves the right to share, with any consultant of its choosing, the RFQ and any resultant proposals in order to secure expert opinion.
17. Non-Obligation - Receipt of proposals in response to the RFQ does not obligate the Missouri Evergreen Consortium in any way. The right to accept or reject any proposal shall be exercised solely by the Missouri Evergreen Consortium Executive Board. The Missouri Evergreen Consortium Executive Board shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a vendor, and the Missouri Evergreen Consortium Executive Board and Finance Committee shall bear no financial or other responsibility in the event of such abandonment.
18. Public Disclosure - All materials provided to the Missouri Evergreen Consortium by Vendors are subject to Missouri State's public disclosure laws.