

Request for Quotation

To Provide Financial Services for Missouri Evergreen Consortium
Beginning September 1, 2022

Dated May 2, 2022



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**Request for Quotation (RFQ)
To Provide Financial Services for
Missouri Evergreen Consortium
Beginning September 1, 2022
Dated: May 2, 2022**

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.

Description:

Four libraries founded the Missouri Evergreen Consortium in the summer of 2012. Since then, the consortium has grown to include 58 libraries, with steady projected growth into 2028.

The Consortium collection size is approximately 1.3 million bibliographic records representing over 4 million books, audiobooks, eBooks, serials, comics, archives, video, music, streaming media, etc., making this the largest shared or system collection in Missouri. Materials are

provided by 58 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 865,577 registered borrowers as of April 2022.

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. Deduplication of records is handled through the member libraries utilizing reports run by vendor staff with member library catalogers reconciling record duplication. Authority control is contracted with MARCive.

Missouri Evergreen Executive Board:

This RFQ comes from the Executive Board of the Missouri Evergreen Consortium, who have appointed the Consortium Executive Director and the Board Treasurer to create this RFQ, evaluate responses, and make a selection recommendation to the full Board.

Mickey Coalwell, Executive Director, director@moevergreenlibraries.org
Sue Lightfoot-Horine, Treasurer, director@livingstoncountylibrary.org

The Executive Board of the Missouri Evergreen Consortium:

Member	Library	Email
Shannon Midyett (President)	Poplar Bluff Municipal Library	shannon@poplarbluff.org
Ron Eifert (Vice-President)	Sikeston Public Library	reifert@sikeston.lib.mo.us
Rebecca Payne (Secretary)	Stone County Library	rpayne@scl.lib.mo.us
Sue Lightfoot-Horine (Treasurer)	Livingston County Library	director@livingstoncountylibrary.org
Dan Brower (Member-at-Large)	Cass County Public Library	browerd@casscolibrary.org

Steve Campbell (Member-at-Large)	Scenic Regional Library	swcampbell@scenicregional.org
Kate Coleman (Member-at-Large)	Jefferson County Library	kcoleman@jeffcolib.org
Colleen Knight (Member-at-Large)	Polk County Library	cknight@polkcolibrary.org
Jeff Trinkle (Member-at-Large)	Riverside Regional Library	jtrinkle@rrlmo.org
Nate Beyerink (Ex-Officio, Cataloging Committee Chair)	Trails Regional Library	byerinkn@trailslibrary.org
Meredith McCarthy (Ex-Officio, Circulation Committee Chair)	Jefferson County Library	mmccarthy@jeffcolibrary.org
Robin Westphal (Ex-Officio)	Missouri State Library	robin.westphal@sos.mo.gov

Any questions regarding this Request for Quotation should be addressed to Mickey Coalwell or Sue Lightfoot-Horine.

Missouri Evergreen Consortium Member Libraries:

Missouri Evergreen is in its tenth year and comprises 58 member systems representing over 160 locations, containing more than 3,866,068 items, 1,359,697 bibliographic records, and over 865,577 patrons as of April, 2022. Missouri Evergreen Consortium member libraries are:

Albany Carnegie Public Library	Camden County Library District
Barry-Lawrence Regional Library	Cameron Public Library
Bollinger County Public Library	Carrollton Public Library
Bowling Green Public Library	Carthage Public Library
Brookfield Public Library	Caruthersville Public Library

Cass County Library
Cedar County Library
Crawford County Library District
De Soto Public Library
Doniphan-Ripley County Library
Douglas County Library
Dulany Memorial Library
Festus Public Library
Grundy County Jewett Norris Library
Heartland Regional Library
Henry County Library
Howard County Public Library
James Memorial Library
Jefferson County Library
Keller Public Library
Lebanon-Laclede County Library
Little Dixie Regional Libraries
Livingston County Library
Marion County Library Subdistrict #1
Marshall Public Library
Montgomery City Public Library
Mountain View Public Library
Neosho-Newton County Library
North Kansas City Public Library

Oregon County Library
Polk County Library
Poplar Bluff Municipal Library
Pulaski County Library
Putnam County Public Library
Ralls County Library District
Ray County Library
Reynolds County Library District
Riverside Regional Library
Rolla Public Library
Salem Public Library
Scenic Regional Library
Schuyler County Library District
Seymour Community Library
Sikeston Public Library
Ste. Genevieve County Library
Stone County Library
Texas County Library
Trails Regional Library
Washington Public Library
Webb City Public Library
Webster County Library
Willow Springs Public Library
Wright County Library

Continued growth with signed MOU and transition pending as of April, 2022:

- Barton County Library (projected migration Fall 2022)
- Mississippi County Library (projected migration April 2023)
- St. Joseph Public Library (projected migration Summer 2023)

Timeline:

Event	Date
RFQ Released	May 2, 2022
Pre-Submittal Questions	May 16, 2022
Due Date of RFQ	May 31, 2022
Top Vendors Review	May 31-June 3, 2022
Final Selection of Vendor	June 3, 2022
Desired Begin Date	September 1, 2022

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 accounting, budget reporting, cash management, and financial planning.

Mandatory Requirements:

The fiscal management vendor must operate systems for administrative services including budgeting, cash management, and financial planning; the vendor will provide prompt, timely monthly accounting services (using QuickBooks or comparable accounting software) for accounts payable, accounts receivable, and bank account(s) management and reconciliation.

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 remains compliant with state and federal tax reporting requirements.

Specific activities will include, but are not limited to, the following:

1. Perform monthly bank account(s) reconciliations.
2. Maintain accounts receivable files and records.
3. Investigate and resolve any irregularities or inquiries.
4. Keep track of all payments and expenditures, including purchase orders, invoices, and statements.
5. Maintain the billing system.
6. Generate invoices for membership dues and fees.
7. Enter the approved annual Missouri Evergreen budget into QuickBooks (or other comparable accounting) software and update as needed.
8. Assist in creating and managing special funds as may be designated by the Board.
9. Provide specialized financial reports upon request.
10. Provide support for changing banks or opening of new bank accounts.
11. Assist in transfer of funds to investment accounts upon direction of Missouri Evergreen Treasurer or designee.
12. Facilitate financial audits and reviews including preparing documents and communicating with the auditor or audit team.
13. Prepare 1099 forms as needed. Review contract payments and accounts, determine which require 1099 forms, and prepare and mail all required 1099 forms to the recipients and the Internal Revenue Service annually.
14. Prepare all necessary nonprofit tax forms and documentation for Missouri Evergreen. Provide 990 preparation vendor with financial data needed for annual filing.

The vendor will attend quarterly meetings (in person, email, or via conference call) with the Executive Board, informing them of updates and/or changes to finances, and prepare monthly financial statements to be distributed electronically to the Missouri Evergreen Treasurer and Board. These will include a balance sheet and a statement of activity showing actual vs. budget income and expenditures.

The vendor will maintain adequate levels of fiduciary insurance coverage.

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

Highly Desirable Requirements:

As Missouri Evergreen Consortium sees continued growth, the Executive Board will consider the vendor providing payroll services as a separate unit of work. Payroll services include monitoring of state and federal regulations for adherence to employee 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

Identify the individuals directly involved in the services being bid, their names, titles, and organizational tenure, along with appropriate backgrounds and credentials.

Customer References

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

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, equipment, 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, or ACH for vendor services by the consortium.

Evaluation and Selection Criteria

Proposals will be evaluated on several factors, including features as outlined in this 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 are to be submitted by email, with the subject line “ME FINANCIAL SERVICES RFQ 2022 RESPONSE.” Hard copy submissions will not be accepted.

1. Email addresses for submission of electronic bids: Mickey Coalwell, Executive Director, director@moevergreenlibraries.org AND Sue Lightfoot-Horine, Treasurer, director@livingtoncountylibrary.org
2. Any questions requiring clarification of bid submission should be directed to the purchaser, Missouri Evergreen, Mickey Coalwell, Executive Director, and Sue Lightfoot-Horine, Treasurer.
3. Any questions regarding the Missouri State Library’s role through LSTA grant awards should be directed to Robin Westphal, State Librarian, Missouri State Library.
4. All bidders will be copied via email on the questions and the responses.
5. Pre-Submittal Questions: The closing date for inquiries is May 16, 2022. Failure to request clarification by this date of any inadequacy, omission or conflict will not relieve the vendor of responsibility.
6. 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.

7. The response should include the numeration of all the specifications put forth in the RFQ and should include the original wording.
8. An electronic version of this RFQ is available at: moevergreenlibraries.org
9. 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.
10. All proposals and accompanying documentation will become the property of Missouri Evergreen Consortium and will not be returned.
11. 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.
12. 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.
13. 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.
14. 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.
15. Disclaimer - The Missouri Evergreen Consortium Executive Board reserves the right to share, with any consultant of its choosing, the RFQ and any resultant proposals in order to secure expert opinion.
16. 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 shall bear no financial or other responsibility in the event of such abandonment.
17. Public Disclosure - All materials provided to the Missouri Evergreen Consortium by vendors are subject to Missouri State's public disclosure laws.

