



32 West 25th Avenue, Suite 201, San Mateo, CA 94403-2265
(650) 349-5538 Fax: (650) 349-5089

www.northnetlibs.org

NORTHNET LIBRARY SYSTEM

REQUEST FOR PROPOSAL

ADMINISTRATIVE AND FISCAL SERVICES EFFECTIVE JULY 1, 2022

I. INTRODUCTION

A. Purpose

The NorthNet Library System (NLS), hereafter referred to as NorthNet, is seeking proposals from qualified contractors for administrative and fiscal services. Proposals will be judged on the ability to maintain service standards, staff qualifications, costs, and contracting experience. All responses should address experience in delivering the service as well as how the service will be delivered. NorthNet reserves the right to accept or reject all or part of any proposals.

B. Submission of responses

Prospective contractors should **submit proposals by 4:00 p.m., Friday, February 4, 2022**, to:

NorthNet Library System
Attn: Suzanne Olawski, Chair
Solano County Library
1150 Kentucky Street
Fairfield, CA 94533
Phone: 707-784-1500
E-mail: seolawski@solanocounty.com

Proposals may be hand-delivered, mailed, or sent as an e-mail attachment in MS Word or Adobe pdf format. The responsibility for timely delivery is wholly on the sender.

II. BACKGROUND

The NorthNet Library System consists of 40 public library members and two affiliated academic and institutional libraries. This makes it the largest cooperative library system in the State of California. A complete list of members can be found here: <http://northnetlibs.org/about-nls/council-member-roster/>. Prior to the formation of NorthNet, all member libraries belonged to one of three smaller systems: North Bay Cooperative Library System, Mountain Valley Library System, and North State Cooperative Library System. These "legacy" systems merged to form NorthNet Library System via a Joint Powers Agreement (JPA) in 2009 and still meet occasionally. Previously, these systems had CalPERS employees (none of them have any current employees), and the systems each have CalPERS obligations.

Member libraries participate fully in all aspects of NorthNet services and programs. NorthNet policies and financial matters are controlled by an Administrative Council consisting of the director (or delegated representative) of each member library. These directors govern NorthNet, authorized by the JPA. The Executive Committee is responsible for policy and oversight between meetings of the Administrative Council.

The Pacific Library Partnership (PLP) currently serves as the NorthNet fiscal and administrative agent, and the terms of the contract will expire June 30, 2022. There are no dedicated staff members employed by NorthNet.

The contractor will report directly to the position of Chair of the NorthNet Administrative Council.

NorthNet services and programs are funded from several sources, including: State funds authorized by the California Library Services Act (CLSA), member fees from NorthNet, fees for delivery services or other contracts performed for member and non-member libraries, and through LSTA grants for programs. Total revenue expected in FY 2021/2022 is approximately \$1,460,000. The NorthNet Administrative Council approved dues rate increase(s) to match CPI annually.

III. SCOPE

Administrative

1. Prepare Plan of Service and Annual Report in compliance with the requirements of CLSA as administered by the California State Library.
2. Maintain and report records in compliance with CLSA and other applicable State and Federal requirements.
3. Coordinate NLS bi-annual Administrative Council meetings and NLS Executive Committee meetings (approximately four times per year), and maintain regular communications with NLS Chair and Executive Committee. These meetings may be in person, via conference call, or via teleconference. Prepare and distribute agenda packets and minutes.
4. Coordinate Council meetings for the three legacy systems, and maintain regular communications with those Chairs. These meetings may be in person, via conference call, or via teleconference. Prepare and distribute agenda packets and minutes.
5. Provide staff support for NLS Administrative Council, NLS Executive Committee, and Legacy System meetings.
6. Distribute legislative, CLSA, and other State Library correspondence.
7. Respond to communications and requests from members.
8. Track CalPERS information, communicate with legacy systems as needed, and communicate with the California Public Employees Retirement System (CalPERS) regarding NLS legacy system former employees. Handle all payments to CalPERS and ensure proper billing to libraries for their portion of unfunded liabilities. Adhere to the cost-share formulas for each legacy system, and make adjustments as needed.
9. Administer and evaluate NorthNet system contracts.
10. Maintain all rosters, listservs, directories, electronic records, and archives.
11. Maintain and coordinate hosting for the NLS website.
12. Pursue new funding opportunities.
13. Represent and advocate for NLS regionally and statewide.
14. Negotiate necessary purchasing/contracting opportunities with vendors, consultants, and other systems or regions, including services authorized and funded by CLSA.

15. Support special projects and activities not mandated by CLSA as determined by NLS Administrative Council.
16. Monitor Statement of Economic Interests (CA State form 700) to ensure filings are completed and accurate.
17. For additional fees, as negotiated, Administrative and Fiscal services contractor may offer program, grant development, or other services for sub-groups of member libraries or for individual members.
18. Provide coordination between member libraries, NorthNet Library System, and other organizations as needed for system initiatives.
19. Attend California Library Services Board and California State Library meetings to represent NorthNet. Advocate on behalf of NorthNet.

Fiscal

1. Act as system's financial manager, establishing and maintaining separate accounts for all NLS funds.
2. Develop an annual NorthNet budget in collaboration with NLS Executive Committee and approved by the NorthNet Administrative Council. The budget will include programs or services to be provided in the subsequent fiscal year.
3. Develop an annual budget for each of the three legacy systems in collaboration with respective Chair and approved by the legacy system Councils. The budget will include programs or services to be provided in the subsequent fiscal year.
4. Monitor budgets and prepare regular status reports.
5. Arrange for the receipt and deposit of State funds, member fee funds, and other fees or revenues whether by grant application, invoice, or other means.
6. Prepare claim forms for member libraries to submit.
7. Prepare and execute payments on behalf of NLS to approved vendors, contractors, consultants, member libraries, and others for services rendered, in compliance with budget.
8. Invoice members and other customers for services.
9. Prepare 1099s for contractors.
10. Prepare the CLSA Plan of Service, System Detailed Budget, Annual Report, and Expenditure Report, and ensure all expenditures comply with the California State Law's regulations for acceptable use of CLSA funds.
11. Provide comprehensive revenue expenditure and reserve financial reports in accordance with requirements of CLSA or other State Library legislation and generally accepted accounting principles.
12. Maintain fiscal files and records as required by State and Federal laws and retention policies.
13. Prepare annual reports for Special Districts to State Controller.
14. Arrange for annual independent financial audit.
15. Prepare annual statements of LAIF (Local Agency Investment Fund) interest earned.

Timeline

Applicants should submit a written proposal that includes a resume or resumes of the principal(s) involved, references from past projects, proposed methodology, and all charges and explanations thereof by **4:00 p.m., Friday, February 4, 2022.**

If necessary, oral interviews may be convened for some or all applicants. The NorthNet Executive Committee will select a contractor and notify all applicants no later than February 18, 2022. The contractor should be available for preliminary discussions with the NorthNet Chair and Vice-Chair and current fiscal/administrative agent no later than March 4, 2022. Please see Attachment #1 for further information.

Questions regarding the project will be accepted until January 7, 2022, and must be submitted in writing via mail or e-mail to:

NorthNet Library System
Attn: Suzanne Olawski, Chair
Solano County Library
1150 Kentucky Street
Fairfield, CA 94533
Phone: 707-784-1500
E-mail: seolawski@solanocounty.com

IV. PROPOSAL REQUIREMENTS

A. General Instructions

The proposal should be concise and demonstrate the contractor's qualifications and applicable experience. The written proposal must include a discussion of the contractor's approach to the project, a breakdown and explanation of tasks, and an estimate of costs. Organizations submitting proposals should also include documentation including proof of legal status, structure, and a copy of the last annual report.

B. Contents shall include:

1. Executive summary.
2. Identification of the contractor, including addresses of office(s) and the name, title, address, and phone number of a contact person.
3. Experience and technical competence.
4. References to similar projects, with contact information of the organization(s) for which work was performed.
5. Proposed method to accomplish the work.
6. Project organization and key personnel. Include resumes and/or job descriptions of key personnel.
7. Cost details. As appropriate, outline all additional costs such as materials, photocopies, printing, and other related expenses.
8. Names and qualifications of subcontractors.

V. OTHER CONSIDERATIONS

A. Compensation

Upon contract award, contractor will invoice NorthNet quarterly for services provided.

B. Ownership of Materials

All materials developed, data collected, and reports prepared under the terms of this agreement will become the property of the NorthNet Library System.

C. Eligible Applicants

Public corporations, libraries, agencies, organizations, associations, and individuals may submit proposals in response to this Request for Proposal for provision of Administrative and Fiscal Services.

D. Term of Contract

Contract to be awarded for a three-year term, with up to two two-year renewals.

VI. EVALUATION OF PROPOSALS

A. Evaluation process

Each proposal will be evaluated to determine its responsiveness to the criteria, requirements, and standards as described in this Request for Proposal. NorthNet reserves the right to reject any or all proposals. Nothing herein requires the awarding of a contract in response to this Request for Proposal.

NorthNet may request clarifying documentation and information from any applicant after the responses have been submitted. Such documentation and/or information will be used to assist interpretation of the response and must be received within one week after it is requested. If necessary, oral interviews may be convened for some or all applicants.

B. Evaluation criteria

Proposals will be evaluated using the following criteria, which are not in priority order:

1. Clear understanding of the purpose and scope of the contract.
2. Experience, expertise, and professional credentials of proposed staff in the design and conduct of similar contracts.
3. Ability, capacity, and skills of the applicant to perform the service.
4. Reputation, judgment, and quality of performance of the applicant in performing tasks of a similar nature.
5. Appropriateness of the methodology proposed to the desired outcomes of the project.
6. Clear and feasible work plan that is responsive to the requirements and timelines of the Request for Proposal.
7. Organization's willingness to do both Administrative and Fiscal Services.
8. Cost.

ATTACHMENT #1 – Proposed transition timeline

**Administrative and Fiscal Management Services-Transition
February 2022 – August 2022**

TASK	DATE	BY
New fiscal and administrative agent(s) selected	February	Exec Committee /Council
Sign contract	February	Chair, Executive Committee
Modify JPA Bylaws to reflect change in fiscal agent	February	Exec Committee /Council
Need resolution to have new fiscal agent as authorized signers	February	Exec Committee /Council
Meet with current administrator	February	New Administrator/Fiscal Agent
Set up accounting system	March	New Administrator/Fiscal Agent
Review current contracts and vendors	March	New Administrator/Fiscal Agent
Review fiscal statements for FY21/22	March	New Administrator/Fiscal Agent
Open checking account	March	New Administrator/Fiscal Agent
Apply for credit card	March	New Administrator/Fiscal Agent
Enter FY22/23 budget	April	New Administrator/Fiscal Agent
Prepare all FY22/23 contracts	April	New Administrator/Fiscal Agent
Order checks/invoices with new address	April	New Administrator/Fiscal Agent
Notify the State Library regarding changes in administration	May	PLP
Notify all NorthNet members regarding changes in Administrative and Fiscal Services	May	PLP
Move admin files to new office	May	PLP
Prepare FY22/23 membership and other invoices	May	PLP
Notify vendors of address change	May	PLP
Transfer balance from current fiscal agent to new account	May	PLP
Add new fiscal agent to LAIF account	May	PLP
Provide log in info for Website support and ListServ	May	PLP
Transfer Listserv hosting responsibilities	May	PLP
Change UPS accounts	May	PLP
Transfer fund from current account to new bank account	June	PLP
Close FY21/22 books and prepare for audit	August	PLP