

Longleaf Library Consortium

Request for Proposal for Consultant Services ILS Needs Assessment

The Longleaf Library Consortium seeks a consulting librarian to conduct a needs assessment of the technological requirements for current and future operation of consortium's ILS and of the potential implications of expansion of the Longleaf Library Consortium on the ILS and servers.

BACKGROUND

The Longleaf Library Consortium is comprised of three public library systems in south-central Mississippi: Copiah-Jefferson Regional Library, Lincoln-Lawrence-Franklin Regional Library, and South Mississippi Regional Library. The consortium was formed in August 2006 for the purpose of implementing quality circulation software while decreasing costs through shared financial resources and for the purpose of expanding the range of available library resources to the participating libraries' patrons. The consortium has been in "beta" ever since.

Seven counties with a combined population of 133,000 and a 3,854 square mile area delineate the Longleaf Library Consortium. Each of the three public library systems is governed by its own administrative board of trustees. The library systems are each managed by a library director who reports to the administrative board of trustees. There are thirteen branch libraries in the consortium. Patrons of each library may request books from any branch and may use their library card at any branch.

In FY08, there were 37,669 active card holders in the Longleaf Library Consortium with a total circulation of 350,763. The ILS currently being used by the Longleaf Library Consortium is Polaris 3.3. Four Dell Poweredge 830 servers house the Polaris database and a training server is used to upload and test new software. Two Dell Poweredge 2800s are used for staff computers and public access computers. The consortium plans to upgrade the ILS and its associated servers during the next fiscal year.

The Longleaf Library Consortium seeks the assistance of a consulting librarian who possesses expert knowledge of the Polaris ILS and appropriate hardware to guide consortium members through the planning and implementation of the planned upgrade and to work with consortium members on the development of a strategic plan for the potential incorporation of additional members to the consortium.

ANTICIPATED SCOPE OF WORK

The Longleaf Library Consortium expects the planning process to be carried out in consultation with members of the Longleaf Library Consortium and should include the following objectives:

- Establish a range of technological alternatives to ensure the continued viability of the ILS including minimum technological upgrades and ideal technological upgrades;
- Identify the life expectancy of the various system services and assess the risk and likelihood of server failure;
- Identify the non-server risks to the system's stability;
- Evaluate backup procedures and determine best practices for backup procedures;
- Develop 5 year plan including server replacement cycle;

- Develop disaster recovery plan;
- Identify cost saving techniques for minimizing required expenditures needed for system stability;
- Establish procedures for the withdrawal of consortium members or dissolution of consortium;
- Establish requirements for any potential new consortium members including how to evaluate potential partners;
- Analyze the advantages and disadvantages in developing a consortium wide collection development plan;
- Analyze the consortium's work flows and develop best practices including determining the best method of delivering materials between branches; and
- Analyze cost sharing for current members of the consortium to ensure continued fairness.

PROPOSAL REQUIREMENTS

A response to this request for information does not represent a commitment on the part of the consultant. Nor does a receipt of response or the requesting of additional information represent a commitment from the Longleaf Library Consortium.

Interested vendors should review the information above and respond, at a minimum, with the following information:

- Legal name, address, and telephone number;
- Qualifications of the vendor and details of experience with similar projects;
- Names of individuals responsible for the project and resumes or vitas that include the individuals' qualifications and experience with similar projects;
- Description of the vendor's interpretation of the project;
- Description of how the planning process with the goals described will be conducted;
- Estimated timeframe required to complete the planning process including a potential start date and length of time required to complete the study;
- Estimate of the total cost;
- List of references for whom similar work has been performed; and
- Sample report from a previous client.

TIMELINE

Proposals will be accepted until August 14, 2009. The Longleaf Library Consortium will select a vendor on or before September 11, 2009. The needs analysis should be complete by end of the 2009 calendar year.

SELECTION PROCESS

The Directors of the Copiah-Jefferson Regional Library, Lincoln-Lawrence-Franklin Regional Library, and South Mississippi Regional Library in consultation with a Library Consultant from the Mississippi Library Commission will review all submittals and may request additional information from any or all responders. The Longleaf Library Consortium reserves the right to reject any and all proposals.

The selection criteria include, but are not limited to the following, which are not listed in order of priority:

1. Relevant experience and expertise
2. Clarity of proposal and demonstrated comprehension of the problem
3. Cost
4. References

ADDITIONAL INFORMATION

If you have questions, or need additional information, contact Henry Ledet at the Lincoln-Lawrence-Franklin Regional Library by phone at 601-833-3369 or by email at hledet@llf.lib.ms.us.

Mail or deliver four copies of all requested information to:

Henry Ledet, Director
Lincoln-Lawrence-Franklin Regional Library
100 South Jackson St.
Brookhaven, MS 39601

Alternatively, proposals may be submitted by email in .pdf format to hledet@llf.lib.ms.us.

Proposals must be received on or before August 14, 2009.