



MOVING FORWARD TOGETHER

44 Stelton Road, Suite 330
Piscataway, NJ 08854
Kathy Schalk-Greene, Executive Director | kathy@librarylinknj.org

TEL: 732-752-7720 / librarylinknj.org
FAX: 732-752-7785

REQUEST FOR QUOTE **STATEWIDE LIBRARY MATERIALS DELIVERY CONSULTANT**

LibraryLinkNJ, The New Jersey Library Cooperative, is soliciting quotations for a Consultant in logistics and/or large materials delivery systems.

Release date: **October 21, 2019**
Deadline to Respond: **December 9, 2019 (2:00 PM EST)**

1. Purpose

The purpose of the RFQ is to obtain the services of a qualified Consultant in logistics and/or large volume library materials delivery systems to provide recommendations on the NJ statewide library materials delivery system.

2. Overview - Contractor

INFOLINK d.b.a. LibraryLinkNJ – The New Jersey Library Cooperative is a 501(c)3 non-profit corporation. Its members are 2,000 multi-type libraries and library-related agencies located in the twenty-one counties of New Jersey.

LibraryLinkNJ contracts with TForce for delivery services to 322 libraries throughout the state at a frequency of one to five days per week. The LibraryLinkNJ Delivery Service supports multi-type library resource sharing within New Jersey. Our goal is: LibraryLinkNJ provides a statewide Delivery Service with a policy that is sustainable, cost-effective, efficient, and equitable.

- The Delivery Service transmits library materials in order to provide timely access to the State's collective library resources for the residents of New Jersey.
- Meeting this goal requires the shared effort of LibraryLinkNJ and its member libraries.

LibraryLinkNJ and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion and funding of the New Jersey Library Network.

This Request for Quote is held and managed by LibraryLinkNJ.

3. Goal

LibraryLinkNJ seeks quotations from qualified consultants and/or organizations to conduct a review of sustainable, cost-effective, efficient, and equitable practices used in similar delivery services provided by

other states and make authoritative recommendations for improvements to the New Jersey Statewide Library Materials Delivery Service.

The outcome from this collaborative initiative will include:

- Reviewing current delivery and funding approaches for statewide library material delivery services in US states outside New Jersey including:
 - Explanation of delivery variables in determining costs (such as volume, weight, frequency, etc.)
 - Percentage of service funding provided by the relevant State Library or other State governing entity
 - How pre-existing local, regional, and other internal delivery routes are leveraged to save time and/or money by feeding into a statewide delivery system
 - Types of organizational structures managing delivery in other states
 - The role technology plays in other states' library material delivery systems
 - Identification of delivery trends apparent in other states' library material delivery systems
 - Data points being routinely collected and analyzed that are required as part of future delivery audits
 - Typical contractual periods lengths and terms
- Working with the Task Force to apply lessons learned through the above research to NJ.
- Making recommendations for a statewide delivery approach that are sustainable, cost-effective, flexible, efficient, and equitable.
 - Accommodating regional differences in the state (south, central, north)
 - Developing a consistent approach for libraries with multiple physical locations
 - Identifying appropriate and effective cost share models
- Reviewing the current Delivery RFP and making recommendations for improvement

The timeframe for completion of this initiative is March 27, 2020.

4. Participants

- 194 public library buildings including main libraries and some selective branch locations
- 46 academic libraries in New Jersey
- 9 special libraries, including hospitals, not-for-profits, law libraries and private industry
- 73 K-12 school libraries

5. Budget

The Bidder quote for this initiative may not exceed \$15,000.00.

6. Format and Content of Responses to this Request for Quote

Resources available for this initiative include:

- Access to the LLNJ Delivery Task Force and staff
- Most recent delivery RFP
- Most recent LLNJ Strategic Plan & Initiatives
- Most recent LLNJ budget
- Last several years of delivery statistics
- FY17 Delivery Survey results
- LibraryLinkNJ Delivery Policies and Procedures

The quote must be organized as follows:

- a. Quote Letter
 - i. The Quote Letter shown in **Appendix A** shall be signed and dated by an individual authorized to legally bind the Bidder.
- b. Bidder's Background and References
 - i. Bidder's Profile
Use **Appendix B** to provide the information requested.
 - ii. References
The bidder must submit one or two recent client references that attest to the firm's experience, quality of work, and service in completing similar projects within the last four years. Provide the information shown in **Appendix C** for each reference and attach any sample deliverables from those client references attesting to the work completed.
- c. Quote Format
 - i. Approach and Schedule of Work
Structure responses to demonstrate the ability of the Bidder to meet or exceed all Requirements.
 - ii. Cost Quote
Include a detailed cost quote which shows a breakdown of costs for each portion of the work.
 - iii. Knowledge and Experience
Elaborate on how the Bidder meets the requirement of experience creating strategic plans and working collaboratively with different sets of participants.
 - iv. Other Materials
Bidder may provide other materials he/she feels may improve the quality of the response. However, these materials must be included in **Appendix D**.

7. Bidder Questions

Bidders may submit questions in writing via email to the LibraryLinkNJ Executive Director using the address (kathy@librarylinknj.org). Deadline for questions is November 15, 2019. All received questions and responses will be posted on the LibraryLinkNJ website:

<https://librarylinknj.org/RFQ/delivery-2019>

It is the responsibility of the bidder to check the website for any questions and responses.

8. Submission of Quote

Bidders must email quotes to LibraryLinkNJ Executive Director Kathy Schalk-Greene (kathy@librarylinknj.org) no later than 2:00 PM (EST) December 9, 2019. It is the bidder's responsibility to ensure confirmation of quote receipt prior to the closing date and time for receipt of quotes. Quotes received after the date and time fixed for submittal will not be considered. An online copy of the LibraryLinkNJ RFQ for Statewide Delivery Consultant is available at:

<https://librarylinknj.org/RFQ/delivery-2019>

9. Award of Contract

The final decision for awarding the contract rests with the LibraryLinkNJ Executive Board. A contract will be awarded on the basis of the amount of the quote and the capability of the respondent to fulfill the obligations indicated in the responses.

The evaluation of quotes received in response to this RFQ will be conducted comprehensively, fairly, and impartially. The LibraryLinkNJ Delivery Task Force will evaluate all responses and make recommendations to the LibraryLinkNJ Executive Board concerning the awarding of the contract.

The LibraryLinkNJ Executive Board reserves the right to accept or reject any quote, in whole or in part.

Appendix A: Proposal Letter to LibraryLinkNJ

I propose to provide consultant services for LibraryLinkNJ to develop a Review of the Statewide Delivery Service and Request for Proposal for Delivery.

It is understood that this quote constitutes an offer.

It is understood and agreed that I have read the specifications described in the RFQ and this quote is made in accordance with the provisions of such specifications. By signing this quote, I guarantee and certify all items included in this quote meet or exceed any and all such specifications.

I agree, if selected, to deliver goods and services which meet or exceed the specifications.

Respectfully submitted,

Authorized Signature: _____

Date: _____

Printed Name: _____

Position/Title: _____

Telephone Number: _____

Email Address: _____

Remittance Address: _____

City, State, Zip Code: _____

Appendix B: Bidder Profile

Company Name: _____

Type of Company: _____

Address: _____

City, State, Zip Code: _____

Total # Full Time Employees: _____

Telephone Number: _____ Email Address: _____

Federal ID #: _____

Company Start Date: _____

State ID #: _____

Project Manager / Principal Contact Name (Attach Resume): _____

Assigned Employee(s) Name(s) (Attach Resumes): _____

Signature: _____ Date: _____

Position/Title: _____

Appendix C: References

Name of Client: _____

Address: _____

Contact Name: _____

Position: _____

Telephone Number: _____ Email Address: _____

Dates of Services: _____

Description of Services Provided:

Appendix D: Quote Format

- a.) Approach and Schedule of Work
- b.) Cost Quote
- c.) Knowledge and Experience
- d.) Other Materials