Albany Public Library
www.albanypubliclibrary.org

161 Washington Avenue
Albany, New York 12210

Phone: (518) 427-4300
Fax: (518) 449-3386

REQUEST FOR PROPOSALS
May 24, 2021

The Albany Public Library (the "Library"), a school district public library located in Albany, New York, invites qualified applicants to submit proposals for:

Treasurer for the Library Board of Trustees

The Albany Public Library seeks proposals from individuals and qualified firms willing to designate an individual to serve as Treasurer of the Library Board of Trustees as indicated in this Request for Proposals.

Proposals will be received until 4 P.M. on Monday, June 14, 2021.

Each proposal is to be submitted via email only, **in pdf format**, to shearers@albanypubliclibrary.org with the subject line: **"Proposal for Albany Public Library Board Treasurer."** Proposals received after the designated time and date will not be considered.

All proposals shall be irrevocable for a period of at least sixty (60) days from the proposal deadline date.

All proposals shall be prepared in accordance with these instructions to receive consideration.

Official Contact:
Any questions concerning this Request for Proposals should be submitted via email to:

Sarah Shearer
Vice President of Finance
Albany Public Library Board of Trustees
shearers@albanypubliclibrary.org

All questions should be submitted in writing to the above email address no later than Friday, June 4, 2021 in order to allow for timely response.

Selection of Proposal

Selection will be based on the most responsive and responsible proposal offering the best value to the Library. The following criteria will be considered:

- Qualifications
- Experience
- References
- Price

No single criteria will be dispositive. Preference will be given to applicants or firms located within the City of Albany.

Ownership of Documents: All documents submitted will become property of the Library.

Confidentiality of Information: Any information provided in proposal which is designated as confidential shall be treated as confidential to the Library to the extent permissible by law.

RFP Awards: The Library reserves the right to accept or reject any and all proposals not considered to be in the best interest of the Library, to waive irregularities in any proposal, to reject any proposal which the Library deems to be irregular or in error, to make a partial award or to make a multiple vendor award, as well as the right to not award the services to any individual/firm, or at all. The acceptance or rejection of any proposal and the making of an award or partial award will be at the sole discretion of the Library. Once proposals are reviewed, proposers may be contacted for a follow up interview. The Library reserves the right to obtain clarification of any point in the proposal or to obtain additional information necessary to properly evaluate the proposal.

General Specifications
The Library is seeking a Treasurer to serve the Library Board of Trustees, as outlined in the Scope of Services.

Scope of Services:
The Treasurer should be familiar with all written Board approved financial policies and the basic financial procedures used by the Library. They should also understand basic accounting principles and the Library's funding sources and should make recommendations to the Board on the receipt and disbursement of funds where appropriate. The Treasurer should have a commitment to the work of the Albany Public Library and should foster a positive working relationship with the members of the Board of Trustees, the Executive Director, be aware of and abstain from any conflicts of interest and follow through on recommendations from the Board in a timely manner. The library's financial policies can be accessed at: www.albanypubliclibrary.org.

Reporting
The Treasurer is appointed by the Board of Trustees on an annual basis, reports to the Board of Trustees, and serves at their pleasure. They will work with the Audit & Finance Committee on a monthly basis and will interact with the Vice President for Finance as the primary financial officer of the Board.

Specific Duties
- Serves as the custodian of all library funds and is an authorized user on all financial accounts.
- Signs all checks in accordance with library policy, upon approval of the Board of Trustees.
- Creates monthly Treasurer's reports summarizing the Library's revenues, expenditures, and balances.
- Performs bank reconciliations and presents them to the Board.
- Reviews adjustment entries to financial records created by the Business Office.
- Coordinates with the Budget Manager.
- Meets with the Executive Director, Business Office, Audit & Finance Committee, and the Board of Trustees as requested. Committee and board meetings may occur outside normal business hours.

Expectations
Albany Public Library is a school district library serving a population of approximately 100,000 residents with an annual budget of approximately $10,000.000. The Treasurer will be bonded pursuant to a public official's fidelity bond in the amount up to $1,000,000 obtained by the Board of Trustees; being bondable at such level is a condition of appointment. The APL Board Treasurer is a public officer and is required to take a public officer's oath of office.

Time spent in the fulfillment of the Treasurer's duties is not expected to exceed 20 hours in any month. In general, work as the library's treasurer will take place in the library.

Required Knowledge, Skills, Abilities, and Attributes
Basic knowledge of record keeping, accounting systems, and financial reports; shows an understanding of the needs of the Library, its services, funding, and personnel; familiarity with the laws, regulations, procedures, and policies related to library finances; the ability to work with the Board of Trustees, library staff, and auditors virtually and in person; ability to keep financial records and prepare reports thereon; integrity , good judgment; physical condition commensurate with the duties of the position. Proficiency in Microsoft Excel and financial software (Sage preferable).

Acceptable Training and Experience
Either (a) graduation from a high school and three years of financial record keeping experience; or (b) two years of post-high school education in financial record keeping and one year of financial record keeping experience or (c) a Bachelor degree from a recognized college or university in business administration, public administration, accounting, finance, or a related field; or (d) any satisfactory equivalent combination of the foregoing training and experience.

PROPOSAL REQUIREMENTS

The following material is required to be received by 4 P.M. EDT on Monday, June 14, 2021 for the proposal to be considered.

Proposal Content and Format

The following proposal format is requested:

a. **Proposal** or signed letter showing that the proposal is for Treasurer of the Albany Public Library Board of Trustees, including the name, address and telephone number of the person who will serve.

b. **Proposal Submission Form** completed and signed (form attached).

c. **Experience, Expertise:** You must provide a background of the individual proposer's experience and qualifications. This should include a brief history and the types of services the individual is qualified to perform related to the Treasurer's duties. Give examples of similar services provided in past experiences relevant to the required knowledge, skills, abilities, and attributes, and acceptance training and experience in the scope of services.

d. **Costs/Charges:** Submit a proposed hourly rate for the Treasurer's scope of work using the Proposal Submission Form (attached). The Library relies on the proposer to assure that the rate to perform the scope of work in full is submitted in the proposal and that there are no hidden costs are charges that will be incurred by the Library. The proposer must also list any out-of-pocket costs for which it will seek reimbursement (postage, etc.), but generally the hourly rate should compensate the Treasurer for his or her services.

e. **References:** Contact information for at least three references (who may be contacted) who are familiar with the applicant's relevant expertise and experience in performing duties similar to the Treasurer's duties must be included in the proposal.

f. **Other Information:** Include in this section any additional information you wish to provide to the selection committee, relevant to the role of Albany Public Library Board Treasurer.

g. A signed Non-Collusion Statement (with corporate resolution for corporate proposers).

PROPOSALSUBMISSION FORM

(This form must be completed and submitted with the Proposal)

To: Sarah Shearer
Vice President of Finance
Albany Public Library
161 Washington Avenue
Albany, New York 12210

This proposal is to serve as: **Board Treasurer**.

My proposed hourly rate of compensation of $_____ per hour for each hour spent in service to the Library.

Date Application is Due: Jun 14, 2021

Time Application is Due: 4:00 P.M. EDT

Pursuant to your advertisement for proposals, dated May 21, 2021 and with full knowledge and acceptance of all the provisions and terms set forth on this proposal, the undersigned hereby offers to furnish services as Albany Library Treasurer at the rate stated above.

I will also charge for the following out-of-pocket expenses: _____

_____

Name of Person who will Serve: _____

Firm Name (if applicable): _____

Address: _____

Signature: _____

Official Title (if applicable): _____

Telephone: _____

E-mail Address: _____

Date of this Proposal: _____

REQUIRED SUBMISSION
Non-Collusive Certification

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposal1 and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor;
3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition;
4. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary proposal;
5. The proposer has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from proposing or to submit a complementary proposal on this project;
6. The proposer has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for the proposer's submitting a complementary proposal or agreeing to do so on this project;
7. The individual signing on behalf of the proposer represents and warrants that they are authorized to sign on behalf of the proposer and that they have made a diligent inquiry of all members, officers, employees and agents of the proposer with responsibilities relating to the preparation, approval or submission of the proposal on this project and have been advised by each of them that he/she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this certification; and
8. This certification is in accordance with Section 103-d of the General Municipal Law.

If* the proposer is a corporation*, a corporate resolution authorizing the signing of the proposal and this certification shall be included with the proposal.

Proposer's Printed Name: _____

By (printed name): _____

Its (printed title): _____

Signature: _____

Dated: _____