Request for Proposals for MassLNC Interim Project Coordinator

MassLNC is seeking a candidate for a contract position for a consultant to serve as an Interim Project Coordinator while the organization seeks a new Executive Director. The Interim Project Coordinator would be responsible for the management of ongoing software development projects to improve the open-source Evergreen Integrated Library System (ILS).

TERM
This contract position is expected to run from November 26, 2018 through the end of March, 2019. The consultant should expect to commit a maximum of 180 hours of work during the contract period (average of ten hours per week). The amount of time required for each week is expected to fluctuate over the course of the contract. The consultant must be available from 2 to 3:30 p.m. Eastern on the second Thursday of the month to participate in monthly development committee calls. The contract could be eligible for extension in the event that a new executive director is not hired by the end of March.

BACKGROUND
MassLNC has managed a collaborative funding pool to support software development projects on behalf of libraries using the Evergreen ILS since 2010. More information on Evergreen can be found at https://evergreen-ils.org/.

Since 2016, MassLNC has managed the MassLNC Evergreen Development Initiative. Members of the Initiative contribute funds to a pool that is used to fund the Initiative’s sponsored development projects. MassLNC works with a 23-member development committee to select enhancements and bug fixes that should be funded by the pool, to create development requirements for these projects, to contract with vendors to write technical specs and perform the coding for selected projects, to communicate with vendors, to test the finished code, and to issue final approval for the completed projects.

MassLNC also manages projects on behalf of Georgia PINES, performing many of the same tasks that are done for MassLNC Evergreen Development Initiative projects.

MassLNC contracts with CW MARS, an Evergreen consortium for libraries in Central and Western Massachusetts, as its fiscal agent. However, MassLNC incorporated as its own entity in June 2018 and is waiting for federal approval for tax-exempt status.

The following Evergreen sites participate in the MassLNC Evergreen Development Initiative (MEDI):

- CW MARS (full MassLNC member)
- NOBLE (full MassLNC member)
- Bibliomation (MEDI partner, voting development committee member)
BC Libraries Cooperative (MEDI partner, voting development committee member)
Evergreen Indiana (MEDI partner, voting development committee member)
Georgia Public Library Service (MEDI partner, voting development committee member)
Lake Agassiz Regional Library / Northwest Regional Library Consortium (MEDI partner, voting development committee member)
Howe Library Consortium, New Hampshire (MEDI partner, non-voting member)

SCOPE OF WORK
MassLNC expects to have approximately eight ongoing projects in various stages of development at the time the current Executive Director leaves on Wednesday, November 28. The Interim Project Coordinator will be responsible for managing each of these projects; communicating critical information to vendors, the MassLNC development committee, and other potential development partners; and ensuring that the MassLNC development committee has required information to vote on project expenditures in a timely manner. Depending on the balance remaining in the development pool towards the end of the contract period, the interim coordinator may also work with the development committee to select new enhancements to sponsor in Evergreen.

The Interim Project Coordinator will be responsible for:

- Manage ongoing Evergreen software development projects to include the following activities:
  - Serve as the main point of contact between vendors and the MassLNC development partners. Advocate for the needs of development partners when working with vendors and the larger Evergreen open-source community.
  - Review technical specifications that provide detailed information on how a development project will be implemented. Ensure that these technical specifications meet the needs of MassLNC development partners.
  - Test and coordinate development partners' testing of code for new Evergreen features and bug fixes to ensure that it complies with development requirements and technical specifications.
  - Coordinate with the MassLNC development partners to get their feedback on technical specifications and final code.
  - Facilitate monthly development committee meetings.
  - Potentially seek funding partners from the larger Evergreen community for high-cost projects.
  - Potentially assist with the selection of future development projects if funding is available.

- Continue management of projects on behalf of Georgia PINES to include the following activities:
  - Serve as main point of contact between vendors and Georgia PINES. Advocate for the needs of Georgia PINES when working with vendors and the larger Evergreen open-source community.
- Review technical specifications that provide detailed information on how a development project will be implemented. Ensure that these technical specifications meet the needs of MassLNC development partners.
- Test and coordinate GPLS’ testing of code for new Evergreen features and bug fixes to ensure that it complies with development requirements and technical specifications.
- Manage the MassLNC development finances, ensuring that expenditures stay within the development budget for the Development Initiative and for Georgia PINES.
- Oversee administration of development contracts.
  - Resolve any contract-related issues.
  - Communicate with development partners on potential change orders.
  - Monitor and complete contract close-out.

**Anticipated Distribution of Workload During Contract Period**

**QUALIFICATIONS**

- Project management experience, especially in a virtual team environment.
- Ability to foster collaboration among a diverse group of library consortia.
- Great technical skills with experience in software development and web technologies.
- Solid budget management skills.
- Excellent customer service and communication skills.
- Solid organizational skills with an attention to detail and the ability to manage multiple tasks.
- A Bachelor’s degree in a related field or a Master’s degree in Library Science preferred.
- Experience working with Evergreen or other library automation software is preferred.
- Experience working with open-source software is preferred.
- Candidates should have access to a high-speed Internet connection, allowing them to participate in online meetings, access email, and test software.

**RESPONDING TO THIS REQUEST**

Interested candidates should send a proposal, including an hourly contract rate, their resume and three references to klussier@masslnc.org by the end of the day Friday, November 9, 2018. Questions about this RFP can be sent to klussier@masslnc.org at any time.

**TIMELINE**

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<td>October 26, 2018</td>
<td>Release of Request for Proposals</td>
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<tr>
<td>November 9, 2018</td>
<td>Proposals due to <a href="mailto:proposal@masslnc.org">proposal@masslnc.org</a></td>
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<tr>
<td>November 13 and 14, 2018</td>
<td>Interviews (if any) via Conference Call</td>
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<td>November 16, 2018</td>
<td>Selection of contractor</td>
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