Questions and Answers

Request for Statements of Interest

1. **Q: The presumption is that an institution would take all or none of the services. Is that correct? For example, would an institution be able to take only the library services or only the distance learning services?**

   A: Your presumption is correct. The services are too closely interwoven to be separated.

2. **Q: Is this a "forever effort" or a one-year effort to host essential services?**

   A: Respondents are invited to include their preference or limitations on the term of the engagement.

3. **Q: Will there be a Legislative Budget Request to fund essential services after 2020-21?**

   A: We are going to be seeking state funding for the program.

4. **Q: Have presidents committed to funding these services for FY 2020-21?**

   A: Yes

5. **Q: For development of our proposal, would it be possible to get a copy of the current budget for the organization?**

   A: The annualized budget (i.e., projected expenses as identified by the current host) for 2020-21 is presented in the two sections below: Centralized Services and Essential Services:

Annualized Budget for 2020-21

Centralized Services

Facilities

Salaries and benefits	$ 98,646.00
Facilities costs not assigned to a specific building	$ 68,108.00
Tallahassee Facility	$ 660,018.48
Gainesville Facilities	$ 264,379.00
Pensacola Facility	$ 18,850.00
subtotal	**$ 1,110,001.48**

Financial Services

Salaries and benefits		$ 418,694.00
General supplies		$ 43,500.00
Other expenses		$ 16,000.00
	subtotal	**$ 478,194.00**

CEO Office

Salaries and benefits		$ 531,267.00
Travel and staff development		$ 186,541.00
Organizational wide memberships		$ 2,505.48
Cellphone allowances		$ 40,300.00
IT Equipment refresh		$ 55,000.00
	subtotal	**$ 815,613.48**

Marketing

Salaries and benefits		$ 345,637.00
Public Relations / Communications		$ 111,000.00
	subtotal	**$ 456,637.00**

IT and Datacenter Services

Salaries and benefits		$ 1,040,306.00
Information technology services		$ 1,549,015.84
Datacenter services		$ 382,000.00
	subtotal	**$ 2,971,321.84**

TOTAL	**$ 5,831,767.80**

Essential Services*

Distance Learning and Student Services	**$1,305,930**
Libraries	**$12,910,794**
Libraries - SUS Only	**$255,219**
TOTAL	**$14,471,943**

GRAND TOTAL	**$20,303,711**

* Please refer to Exhibit E for the costs of specific Essential Services.

6. **Q. We would like to submit a proposal, but can't make the 3% overhead work. Is that a non-starter?**

   A: As a part of your Statement of Interest, any proposal for more or less than a 3% overhead may be included.

7. **Q: What happens if the Legislature does not fund the host institution or funds less than the full amount needed to operate?**

   a. **Q: Will the colleges and universities be obligated to make up the shortfall, if any?**
   A: Under either of those circumstances, the primary choices will be to identify measures to reduce costs or seek supplemental funding from institutions.

   b. **Q. Will the Chancellors ensure that the obligations for this year and future years are met?**
   A: The Chancellors are committed to the short-and long-term success of the essential and centralized services. The presidents in both the SUS and FCS have made a commitment to fund these services for the balance of FY 2020-21. Funding in the future will require legislative appropriations and/or continued funding support by institutions.

8. **Q: Can the host institution rely on support from the Chancellors and the leaders of the public colleges and universities for annual increases in funding to cover anticipated increases in the salaries and benefits of the personnel, prices for e-resources, and other unavoidable costs?**

   A: The Chancellors are committed to the short-and long-term success of the essential and centralized services. The presidents in both the SUS and FCS have made a commitment to fund these services for the balance of FY 2020-21. Funding in the future will require legislative appropriations and/or continued funding support by institutions.

9. **Q: Will UWF follow the instructions in the August 4th letter from Charles Lydecker to restore the $2.4 million taken from FLVC and its subordinate units (FALSC and DLSS), and any other funds that may be owed, before or as part of the transfer?**

   A: The UWF Board of Trustees is scheduled to meet on September 9, 2020, and is expected to address this topic during that meeting. The Board of Governors is expected to address it at its September 16 meeting.

10. **Q: Will the host institution be obligated to take all of the personnel who are willing to be reassigned?**
    A: No.

    a. **Q: May the host institution hire selected members of the current staff without a competitive hiring process?**
    A: The host institution will need to follow its own hiring policies and procedures.

    b. **Q: May the host institution offer alternative salaries and benefits consistent with its standard practices?**
    A: Yes.

c. **Q: Will UWF or the host institution be responsible for notifying current staff who are not hired by the host institution, including the 30-day separation notice and/or payment of leave cash-out?**

> **A:** Once the host institution is selected, there will be a transition period; however, UWF will be responsible for separation notices and leave pay-outs.

11. **Q. The legislation to make CFPP/FLVC a separate line item in the UWF appropriation resulted in a requirement to establish a 7% reserve fund. Was that reserve established and, if so, how much money is held in the fund?**

> **A:** That reserve was not established since the separate Grant & Aids appropriation was vetoed prior to the beginning of the new fiscal year.

a. **Q. Will the reserve fund balance be transferred to the host institution?**

> **A:** Current reserve funds are being used to pay for services pending the selection of a new host institution. The Systems are working to clarify the transfer of any remaining reserve balance.

b. **Q. Will the host institution be obligated to maintain a reserve fund and if so, what amount will be required and is it included in the FY 20-21 budget being funded by the colleges and universities?**

> **A:** The host institution will need to follow the appropriate statute depending on whether it is a college (s. 1013.841, F.S.) or university (s. 1011.45, F.S.).

c. **Q. An auxiliary fund exists that was created from the merger of FCLA and CCLA in 2012. What is the status of that fund? Will the funding in that auxiliary account be transferred to the host institution? Are there any imposed constraints for its use?**

> **A:** A complete accounting of all funds will be disclosed to the selected host institution. The disposition and use of any remaining funds is yet to be determined.

12. **What other assets will be transferred to the host institution?**

> **A:** It is anticipated that assets associated with the essential and centralized services (including property, records, and assignable contracts) will be transferred to the host institution during the transition period.

13. **Governance of the essential services that are being transferred to the host institution will be a critical aspect of meeting the needs of the colleges and universities that are served by FLVC, FALSC and DLSS, obtaining their input, and assuring accountability to the Chancellors, the leadership of the colleges and universities, and the library directors and others constituents.**

a. **Q. Will the host institution be expected to establish something like the existing FLVC Executive Advisory Council?**

    A: The host institution will be expected to establish a governance structure that will communicate with and provide evidence to leadership in both the SUS and FCS that services are being managed in a transparent, cost-effective manner and are meeting the needs of their constituents.

b. **Q. Will the host institution be expected to establish something like the two current Members Councils?**

    A: The host institution will be expected to establish an advisory structure or process that will provide assurances to leadership in both the SUS and FCS that services are meeting the needs of their constituents.

c. **Q. Can the host institution restructure the executive leadership of FLVC, FALSC and DLSS to reduce overhead expenses and provide a more streamlined and responsive internal organization administration?**

    A: Yes.

14. **The legislation establishing FLVC allowed a 5% administrative fee. The Request for Statement of Interest allows only 3% for administrative fees and requests a description of the costs to be recovered.**

a. **Q: What expense categories may be included in the administrative fee?**

    A: The Statement of Interest should include the categories the institution is proposing to be funded by the administrative overhead.

b. **Q: What expense categories, if any, must be included in the administrative fee?**

    A: The Statement of Interest should include the categories the institution is proposing to be funded by the administrative overhead.

15. **Q: What is the current status of Florida statutes 1006.73, 1006.735, and 1007.27 and what aspects of these statutes will apply to the organization after migration to the new host institution?**

    A: Although sections 1006.73, 1006.735 and the cross-reference to the Florida Academic Library Services Cooperative in section 1007.27 are still current law, the veto of funds appropriated for the Complete Florida Plus Program will require legislative clarification going forward to determine how those statutes are to be implemented. For purposes of this Request for Statements of Interest, we have identified the Essential and Centralized Services that are needed to support library operations and certain distance learning and student services in Exhibit A.

16. **Q: By statute FLVC currently uses the NW Regional Data Center for its servers. It also has a backup location in Atlanta. Can the host institution move the servers into its own facilities?**

A: Physically moving the system to another data center would be a statutory, policy, and financial decision that is beyond the scope of this transition process.

However, FLVC has been actively working on a 'Cloud First' strategy that may impact any decision to migrate data center services. The Distance Learning/Student Services (DLSS) are hosted in Azure.

The backup/disaster recovery systems for the library infrastructure housed at NWRDC, Gainesville, and Atlanta are currently being migrated to a cloud-based system. The physical backup/disaster recovery equipment is scheduled to be decommissioned upon completion of the appropriate backup cycles.

The ITL (library) systems are in the process of a Cloud migration project (Ex Libris Alma). According to information received from FLVC, this project is approximately 50% complete.

17. **Describe in detail the IT infrastructure, including the FLVC equipment housed at the NW Regional Data Center and in the backup site in Atlanta as well as in the Tallahassee and Gainesville offices**.
    a. **Q: What platforms are used in each location and which essential services does each platform support?**

    A: FLVC is utilizing IT resources in the following locations:
    - Primary: NWRDC/Tallahassee
    - COOP/DR: NWRDC/Atlanta
    - Microsoft Azure

    NWRDC/Tallahassee
    Most of the development, testing, and production environments are hosted at NWRDC.
    Compute:
    Most servers are Virtual Machines on VMWare. VMWare is running on a hyperconverged system (Cisco UCS).
    Storage:
    Most of the storage is on HPE 3PAR.
    Network:
    Operating Systems:
    - Windows
    - RedHat Linux

    Databases:
    - Oracle 12c
    - SQL Server 2008, 2012, 2019
    - PostgreSql
    - MySQL

NWRDC/Atlanta

Compute:

The server configuration in Atlanta is similar to Tallahassee (VMWare and a Cisco UCS).

Azure

A number of applications are running in Azure, with the following types of resources being used:

- Azure virtual machines.
- Azure web app instances and functions
- Azure databases
- Azure network resources
- Azure storage

b. **Q: What are the annual costs for the NW Regional Data Center and the backup site in Atlanta?**

A: Annual cost for NWRDC support is approximately $250,000 annually (a recent reduction in floor space has reduced the overall cost). The NWRDC infrastructure is a colocation system and does not represent the total cost of ownership for the IT infrastructure.

c. **Q: ALMA is a cloud-based service. What hardware will be retired when ALMA is implemented?**

A: See the response to Question 16.

d. **Q: What hardware is used to host the online course catalog for DLSS?**

A: The majority of non-library services are hosted in the Azure datacenter.

e. **Q: What is the annual cost for maintaining the course catalog, including equipment, software, and personnel?**

A: For cost-related information, see Exhibit E located at https://www.flbog.edu/library-and-distance-learning-support-services/ .

f. **Q: Are there existing plans for transitioning other IT infrastructure to the cloud? If so, please provide a summary**.

A: See the response to Question 16.