

Request for Proposals

Executive Recruiting Firm

for Library Director



Friday Memorial Library
155 East 1st Street
New Richmond, WI 54017

Proposal Due Date: April 26, 2019

SECTION I: GENERAL INFORMATION

INTRODUCTION/PURPOSE

The Friday Memorial Library Board of Trustees is seeking proposals from qualified firms to assist with the recruitment and hiring of an energetic and innovative Library Director for the Friday Memorial Library as we begin a new chapter with our building project.

COMMUNICATIONS

All communications concerning this RFP should be directed to Sarah Reese, Human Resources Manager, at 715.246.4268 or sreese@newrichmondwi.gov.

INCURRING COSTS

Friday Memorial Library is not liable for any costs incurred by firms prior to the signing of a contract. Expenses incurred in the preparation of submittal, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.

PROPOSALS

To be considered for selection, each Firm must submit ten (10) complete copies of their responses to this RFP. The copies are to be delivered in person or sent by certified/express mail to the address listed below. All copies of the proposal must be received by the City of New Richmond no later than **4:30 pm on Friday, April 26, 2019**. Proposals sent by fax or email will not be considered. City of New Richmond/Friday Memorial Library reserves the right to overlook any technicalities and accept or reject any or all proposals if it is in the best interest of the Library. Responses shall be delivered to:

City of New Richmond
Sarah Reese, Human Resources Manager
156 East First Street
New Richmond, WI 54017

SELECTION CRITERIA

Responses to this RFP will be evaluated by a selection committee based upon the Firm's proposal and information provided as outlined in Section III of this document. The Committee will review all applications and make a recommendation for contract approval. Proposals will be evaluated on the following criteria:

- A. Experience of the firm and proposed project team with regards to hiring a qualified Library Director.
- B. Demonstrated understanding of the Library's needs with respect to the recruitment efforts, quality of the Firm's described approach, and the ability to meet/exceed needs.
- C. Overall quality, professionalism, and completeness of proposal submission.
- D. References.
- E. Cost of services.

The Library Board and City of New Richmond will conduct interviews and/or discussions with one or more firms. Once these interviews and discussion are completed, the contract will be awarded to the top-ranked firm, at which time other consultants will be notified of the Library's decision. Proposals will remain confidential until a firm has been selected.

DISCLOSURE

All information in a Firm's proposal is subject to public disclosure under the provisions of Wisconsin law.

SECTION II: PROJECT OVERVIEW

BACKGROUND INFORMATION

Friday Memorial Library is a department of the City of New Richmond and is located approximately 40 miles east of the St. Paul/Minneapolis Metro Area. The current population of New Richmond is 8,966, however the library service area is approximately 21,000. The Library has six (6) full-time and eight (8) part-time employees.

In 2018, the Library averaged 473 visits per day with an annual circulation of 206,823. During the year, we hosted 398 classes and events for the community. As our numbers show, we are a vibrant small town with big-city services. While we are actively engaged in delivering excellent library services to our community, we have outgrown our existing library space. We are committed to the construction of a new building in the near future to enhance the library's programming and services to our community. Supporting the library's mission to be a cornerstone of the community, the ideal candidate will be a visionary for libraries of the future, while maintaining a strong connection to traditional services.

SCOPE OF SERVICES

The firm selected through this RFP will enter into an agreement with the City of New Richmond to provide the following services:

- A. Review and suggest updates to the existing job description.
- B. Develop a candidate profile.
- C. Develop a recruitment strategy including recommending appropriate advertisement and social media recruiting activities.
- D. Prepare a list of individuals who should be encouraged to apply and actively recruit them.
- E. Work in conjunction with the City of New Richmond HR staff to carry out the recruitment process.
- F. Screen all applicants and create a recommended candidate list based on agreed upon criteria.
- G. Design and finalize the interview process, including preparation of interview questions, scoring sheets, suggested panel make-up and other associated tasks.
- H. Provide comprehensive background information on candidates selected to be interviewed, including appropriate assurances as to their stated qualifications.

All recommendations resulting from this scope of services must comply with all federal, state, and local law, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, national origin, sex, marital status, disability, or age or any other characteristic as prohibited by law. All work product produced by the Firm pertaining to this project and all proprietary rights therein shall be the property of the City of New Richmond. Work product includes but is not limited to job descriptions, postings and advertisements, candidate resumes, data, presentations, and other materials of any nature, or information related to any of the foregoing, which are or were generated in connection with the scope of services described in the contract.

TENTATIVE PROJECT TIMELINE

The following timeline represents the Library Board's best estimates for the completion of major milestones regarding this RFP:

Publication & Distribution of RFP: April 5, 2019

Submission of Proposals to City of New Richmond/Friday Memorial Library: April 26, 2019

Interview Selected Consultants: Week of May 6, 2019

Selection of Finalist & Approval of Contract: Week of May 20, 2019

SECTION III: SUBMITTALS & REQUIREMENTS

Ten (10) paper copies of the complete proposal (no more than 10 pages in length, single sided) are required and shall be organized in the following structure:

Cover Page

- A. Identify the name of the project
- B. Company name, address, and main telephone number
- C. Name and title of primary contact person with their direct contact information

Team Identification

- A. Identify key staff who will complete the major tasks of this recruitment.
- B. Identify project availability during the work and any potential conflicts based upon other work or project commitments. Provide a clear statement indicating current workload and demonstrate the ability to take on additional work.

Approach & Work Plan

- A. Written narrative based on the understanding of the project goals and objectives.
- B. Work plan and hiring process identifying major project tasks, scope of work, meetings, Library Board and City of New Richmond responsibilities, and deliverables.

Financial Information

- A. Fee proposal which includes a separate "not to exceed" fee total to complete the recruitment. The quoted fees shall include estimated reimbursable fees.
- B. Include hourly rate schedule for all personnel who will work on this project.

- C. Indicate whether any lawsuits or claims have been filed against the Firm in the past five (5) years.
- D. Does the Firm provide any type of guarantees if the recommended candidate does not work out as expected with Friday Memorial Library?

References

- A. List at least three (3) clients (library/government/municipal) for whom you provide/provided executive search firm services in Wisconsin (if available) indicating the Firm's experience with municipalities and/or libraries within the past five years.
- B. Each reference should include project name, project date, and contact information.

SECTION IV: CONTRACT AWARD

It is the Library Board's intent to review all respondent qualifications and proposals conscientiously and to select a candidate based upon selection criteria. Should the Library Board believe it would be in the best interest of the City, it may enter into negotiations with any of the Firms until a contract sum can be finalized with the successful candidate. Furthermore, the Library Board and City of New Richmond reserves the right to modify the scope of the project based upon estimated costs and organizational needs.

The Library Board reserves the right to waive any irregularities in any proposal and to select the proposal that is most advantageous to the Friday Memorial Library. The Library Board of Trustees or City of New Richmond and its representatives reserve the right to reject any and all proposals or to request additional information from any respondent or from all respondents.