

## **Board of Trustees for the Warwick Public Library**

### **REQUEST FOR PROPOSALS**

#### **Bid #2022L-08 Professional Recruiting Services**

The Board of Trustees of the Warwick Public Library is seeking an Executive Search Firm with expertise in recruiting for directors and senior management positions in public libraries to assist in the hiring of a new Library Director.

Proposals will be received until 11:00AM on Tuesday, April 19, 2022 in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick RI 02889. The proposals will be read and recorded at 11:00AM on the same day.

#### **Background**

The Warwick Public Library is a municipal library located in Rhode Island's third largest city (pop. 80,500). The central library building has 63,500 square feet, a staff of 49, and an operating budget of \$4M. The Library consists of a central location and three small branches and is one of the busiest in the State. The Library has a reputation for technological innovation and community engagement.

The current director is relocating in June 2022.

#### **Scope of Work**

Upon execution of the contract, the search firm will work with the Board of Trustees to:

- a. Review and update the existing job description
- b. Develop a candidate profile
- c. Develop a recruitment strategy
- d. Design an interview process, including schedule and questions
- e. Receive and review resumes of applicants and follow up with telephone interviews with qualified candidates
- f. Assist in evaluating candidates and selecting the top candidates for site visits and interviews
- g. Coordinate interviews, debrief Board following interviews and identify additional candidates if necessary.
- h. Assist the Board in compensation negotiations.

#### **Proposal**

Your proposal should cover at least the following:

- a. Scope of Services: Provide a scope of services and outline of tasks, products and methodology.
- b. Proposed timeline for recruitment process
- c. Detailed information on all fees and costs to the Library.
- d. Qualifications: Describe the background, experience and capabilities of your firm, including successful placements in medium or large public libraries.

Identify who will serve as the primary consultant on the project.

List three (3) references and contact information for public library clients in the last three (3) years.

### **Selection process**

The Board of Trustees will review all proposals, and may select some respondents for interviews. Awards shall be made on the basis of the lowest evaluated or responsive bid price as per our specifications. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

Written proposals will be judged upon:

- a. Qualifications and experience of the respondent
- b. Demonstrated ability to provide desired services
- c. Financial considerations

### **Submission**

Deadline for receipt by Warwick Library is 11:00AM on April 19, 2022.

Submit an original and 2 copies of your proposal in a sealed envelope marked Bid #2022L-08 Professional Recruiting Services to:

Warwick Public Library  
Board of Trustees  
600 Sandy Lane  
Warwick, RI 02889

Inquiries may be directed to Jana Stevenson 401-921-9759

### **Bidding Requirements**

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified, and that in the event of noncompliance the Library may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the Library or City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the Library, that the bid is made in good faith without fraud or collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from the specifications.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

The contractor must carry sufficient liability insurance and agree to indemnify the Library against all claims of any nature, which might arise as a result of their operations or conduct of work.

**IRS Form W-9 must be completed and submitted when the contract is awarded.**

The Library is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18- 30, Paragraph I, as amended.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state, and federal laws.

The Library reserves the right to terminate the contract or any part of the contract in the best interests of the Library, upon 30-day notice to the contractor. The Library shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the Library. If the Library terminates in the interests of the Library after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion that its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation, which may be required or requested by the Library, shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondent's bid or response, and if the respondent fails or refuses to satisfy fully all of the respondent's obligations there under, the Warwick Public Library shall be entitled to recover from the respondent any losses, damages or costs incurred by the Library as a result of such failure or refusal.

The Library reserves the right to rescind award for non-compliance to bid specifications.

**The successful bidder must adhere to all City, State and Federal Laws, where applicable.**