



SNO-ISLE LIBRARIES – REQUEST FOR PROPOSAL
Criteria for Executive Director Annual Evaluation

1. OVERVIEW

The Sno-Isle Libraries Board of Trustees (Trustees) is looking for a consultant to assist with the annual evaluation of the Executive Director of Sno-Isle Libraries. While not required by law, the American Library Association and the Washington State Library recommend an annual review.

Currently, the Trustees and Senior Library Leaders complete an annual survey regarding the performance of the Executive Director over the past year. The Trustees are committed to an open and effective annual review that supports the performance and professional development of the Executive Director.

2. BACKGROUND

[Sno-Isle Libraries](#) is a two-county public library district serving more than 770,000 people in Snohomish and Island counties through 23 community libraries, mobile, and online library services. The organization is headquartered in Marysville, Washington.

3. PROJECT DESCRIPTION AND SCOPE

The following describes the specific services being sought:

1. Work with the Board of Trustees and Human Resources to review the current process.
2. Provide current best practices for annual executive reviews.
3. Present a proposal for a review process that can be completed by the consultant in quarter four of 2021 and may be led by the Trustees and managed by the Library District’s Human Resources Department in subsequent years.

4. TIMELINE

April 30, 2021	RFP issued
May 14, 2021	Questions due by 12:00pm (PDT)
May 20, 2021	Addenda issued (if necessary) by 12:00pm (PDT)
May 27, 2021	Proposals due by 2:00pm (PDT)
Week of June 7 th	Interviews (TBD)
June 18, 2021	Contract awarded

5. QUESTIONS REGARDING RFP

Questions surrounding this RFP should be submitted via email to vendorsubmissions@sno-isle.org by 12:00pm, May 14, 2021. Questions via telephone will not be accepted. Responses will be provided via email by 12:00pm, May 20, 2021.

6. PROPOSAL CONTENTS

Sno-Isle Libraries is looking for a succinct proposal with relevant information. Please limit your proposal to no more than a dozen pages. There is also a “Certifications and Assurances” page that needs to be signed and included as part of your proposal.

6.1 Cover Letter

Please include the following: (1) a letter of interest signed by the firm principal with a statement of availability to complete the work; (2) the identification of the proposer, including name, address, email address, telephone number and Unified Business Number (UBI); (3) the name, title, address, email and telephone number of contact person during period of proposal evaluation; and (4) the signature of a person authorized to bind proposer to the terms of the proposal.

6.2 General Profile and Experience

Briefly provide general information about experience, capabilities, and length of time in the business of performing work of a similar nature.

6.3 Professional Credentials of Key Staff

Please identify and list the functions of the key staff who will work on this project. Briefly describe a summary of the professional credentials and experience of the staff who will work on this project(s). Do not include lengthy resumes or vitae.

6.4 Project Approach

Describe how you will approach and meet the objectives listed above for this project. Please provide a timeline and additional resources needed in order to meet project objectives.

6.5 Budget/Cost Scenarios

Provide a not-to-exceed budget amount with high-level detail showing projected costs. Proposers may submit as many costs scenarios as desired. For each costs scenario, include related assumptions and explanatory comments. Summarize the costs and attach all detail necessary to support the summarized costs. *Note: cost proposals must be all-inclusive and must include the hourly/daily rate, estimate number of hours/days to complete the project and a detailed estimate of all other costs, such as travel. No other monies will be paid for items omitted by the proposer, unless requested and approved in advance in writing.*

6.6 References

Provide contact information for three references who can describe work you have done which is similar or related to the report we are seeking.

6.7 Signed Certifications and Assurances

Sign and submit the attached Certifications and Assurances as part of your proposal.

7. SUBMITTING A PROPOSAL

Proposals may be submitted via email, mail, courier, or in-person. Proposals should be in writing and include links or attachments to materials which support, validate or demonstrate the qualifications of the submitter. The format may be a Word or pdf document.

Sno-Isle Libraries reserves the right to “revise” or “amend” the RFP prior to the proposal due date by “written addenda.”

The deadline for submission/receipt is 2:00pm, May 27, 2021 (PDT).

Submit proposal to:

Procurement Specialist

vendorsubmissions@sno-isle.org

Sno-Isle Libraries

7312 35th Avenue NE

Marysville, WA 98271

Sno-Isle Libraries shall not be responsible for any costs incurred by the proposer in preparing, submitting or presenting its response to the RFP.

All proposals received after the designated time stated will not be considered.

8. EVALUATION PROCESS

Sno-Isle staff will confirm receipt of all proposals received by the due date and will later inform submitters of the status of their proposals.

Proposals will be evaluated based on the following criteria:

Possible Points:

Firm Profile and Staff Experience (including references)	30
Project Approach	30
Budget/Costs Scenario(s)	35
Adherence to Submittal Directions	5

Sno-Isle Libraries staff and Board of Trustees may elect to conduct interviews, either via Skype or by telephone, with finalist candidate(s). We expect to make a decision and discuss the final contract with the selected consultant by June 18, 2021.

9. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

All proposals received shall become the property of Sno-Isle Libraries and remain confidential until a contract, if any, resulting from this request is signed by the Executive Director or designee. After a contract is signed, all proposals received shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW). Any information contained in the proposal that is proprietary must be clearly marked or designated as “confidential” in order to be excluded from public records request responses. Only information designated under current state law statutes as appropriate for exclusion from public records exposure may be marked and treated as confidential.

10. ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by Sno-Isle Libraries from the proposal due date.

11. TERMS AND CONDITIONS

The successful proposer will be required to sign a Contract with Sno-Isle Libraries. Sno-Isle Libraries reserves the right to extract certain language from a company's agreement and incorporate it into a Library contract, if mutually agreeable to both parties.

Sno-Isle Libraries will retain all rights to the finished product and all electronic, audio and / or graphic files including project files.

The proposer, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

Sno-Isle Libraries reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract agreement.

Sno-Isle Libraries is under no obligation to award this project to the proposer offering the overall lowest fee or contract terms. Evaluation criteria, included in this document, shall be used in evaluating proposals.

12. INSURANCE COVERAGE

Consultant shall procure and keep in force during the term of this Contract Commercial General Liability (CGL) insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to premises/operations (including off-site operations), blanket contractual liability and broad form property damage. Prior to the Consultant performing any work under this proposal, Consultant shall provide Sno-Isle Libraries with a Certificate of Insurance evidencing the insurance required and, by endorsement to the Consultant's liability policy (ices), naming Sno-Isle Libraries, its officers, employees and agents as Additional Insureds.

Thank you for considering this RFP and for the efforts you may undertake to submit a proposal.



CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

- 1) I/we declare that all answers and statements made in the proposal are true and correct.
- 2) The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
- 3) The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by Sno-Isle Libraries without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
- 4) In preparing this proposal, I/we have not been assisted by any current or former employee of Sno-Isle Libraries whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
- 5) I/we understand that Sno-Isle Libraries will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of Sno-Isle Libraries, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
- 6) Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
- 7) I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
- 8) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- 9) I/we grant Sno-Isle Libraries the right to contact references and other, who may have pertinent information regarding the ability of the Contractor and the lead staff person to perform the services contemplated by this Request.

On behalf of the Contractor submitting this proposal, my name below attests to the accuracy of the above statement.

Signature of Proposer / Date