



# REQUEST FOR PROPOSAL

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**LIBRARY FOUNDATION EXECUTIVE DIRECTOR SEARCH  
PROCESS | PROPOSAL NO. 2021.08.04**

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## 1. OVERVIEW

Sno-Isle Libraries is seeking professional recruitment services to assist in the search for the next Executive Director of the Sno-Isle Libraries Foundation. **Proposals are due at 2:00pm (PDT), August 25, 2021.**

## 2. BACKGROUND

The Sno-Isle Libraries Foundation, a 501(c)(3) nonprofit corporation, serves as the philanthropic arm of the Library District. The mission of the Sno-Isle Libraries Foundation is to mobilize people and resources to expand the reach of library services, promote civic engagement, and foster a lifetime of learning. Together with the Library, our values are community, equity, inclusion, respect, learning, and a welcoming environment.

[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 of 500+ employees is headquartered at its distribution facility in Marysville, Washington.

Sno-Isle Libraries is committed to building a workforce that reflects the diversity of our communities, and values the variety of ideas, worldviews, and personal experience that staff bring to their work.

## 3. PROJECT DESCRIPTION AND SCOPE

The ideal timeline for hiring the Foundation Executive Director includes a recruitment project start date of mid-late September 2021, with an ideal new Executive Director start date of December 2021/early January 2022. This may change for the right candidate. All services should have a lens of equity, diversity, and inclusion. The following outlines the specific services being sought:

- Development of a process timeline that includes:
- Refinement of the job description and summary to best articulate the opportunity;
- Creation of a recruitment flyer (rights to be retained by Sno-Isle Libraries);
- Promotion of the Foundation Executive Director opportunity to diverse candidates around the Pacific Northwest region and beyond;
- Respond to prospective candidate inquiries;
- Manage/execute all aspects of application submissions and process;
- Screen resumes for qualified candidates;
- Manage all aspects of interview logistics including scheduling, draft of interview questions, materials preparation, etc. for interview panel members.
- Consult on finalist recommendations as needed.

## 4. TIMELINE

August 4, 2021	RFP issued
August 11, 2021	Questions due by 12:00pm (PDT)
August 13, 2021	Addenda issued by 5:00pm (PDT) (if necessary)
August 25, 2021	Proposals due by 2:00pm (PDT)
August 31 – September 3, 2021	Interviews (TBD)
September 8, 2021	Contract awarded
Mid-late September, 2021	Work begins

## 5. QUESTIONS REGARDING RFP

### 5.1 SUBMITTING QUESTIONS

Questions surrounding this RFP should be submitted via email to [vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org) in accordance with **Section 4. Questions via telephone will not be accepted.** Responses to questions will be posted on Sno-Isle Libraries' website as an addendum to the RFP (<https://www.sno-isle.org/vendors/>; click on *Current Projects*) and will be distributed to all email addresses related to this Proposal. Responses will be provided in accordance with **Section 4.**

## 6. PROPOSAL

### 6.1 PROPOSAL CONTENTS

Sno-Isle Libraries is looking for succinct answers with relevant information. Please limit your Proposal to no more than 12 pages. There is also a "Certifications and Assurances" page (**Attachment A**) that is to be included as part of your Proposal.

#### 6.1.1 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 within the described timeline; (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 the contact person during the period of Proposal evaluation; and (4) the signature of a person authorized to bind Proposer to the terms of this Proposal.

#### 6.1.2 General Company Profile and Experience

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

### **6.1.3 Professional Credentials of Key Staff**

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

### **6.1.4 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.

### **6.1.5 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 cost 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.*

### **6.1.6 References**

List names, addresses, telephone numbers, and email addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided. Do not include current Sno-isle Libraries individual staff as references; it is allowed to include previously complete Sno-Isle Libraries' projects as prior work. By submitting a Proposal in response to this RFP, the Proposer grants Sno-Isle Libraries permission to contact these references and others, who from Sno-Isle Libraries' perspective, may have pertinent information.

### **6.1.7 Signed Certifications and Assurances**

Sign and submit the attached Certifications & Assurances form (**Attachment A**) as part of your Proposal.

## **6.2 SUBMITTING A PROPOSAL**

**6.2.1** Proposals may be submitted via email ([vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org)), 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.

**6.2.2 Hard-copy submissions:** Submit one (1) copy of the proposal only. In keeping with Sno-Isle Libraries' environmental sustainability efforts, do not bind your proposal, nor include binders, report covers, or unrequested indexing/divider pages. Use of recycled content paper is preferred. If a hardcopy proposal is submitted, please include an electronic copy per **Section 6.2.1** above.

**6.2.3 Submit Proposal to:**

Sno-Isle Libraries  
ATTN: Procurement Specialist – RFP PROPOSAL  
7312 35th Avenue NE  
Marysville, WA 98271  
[vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org)

**The deadline for submission/receipt is 2:00pm (PDT), August 25, 2021.**

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

**6.2.5 To obtain confirmation of receipt of Proposal, please request via email at the time of submission.**

**6.2.6** No Proposal shall be considered which has not been received at Sno-Isle Libraries’ Service Center before the submittal deadline specified in the Timeline (**Section 4**). Proposer shall assume full responsibility for timely delivery of its proposal at the specified location.

**6.2.7** All materials submitted in response to this request become the property of Sno-Isle Libraries. Selection or rejection of a response does not affect this right.

**6.3 MODIFICATION OF RFP**

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

**7. EVALUATION PROCESS**

Proposals will be evaluated based on the following criteria:

<b>CRITERIA</b>	<b>POINTS POSSIBLE</b>
Firm profile and Staff Experience (including References)	25
Project Approach	35
Budget / Cost Scenarios	35
Adherence to Submittal Directions	5
<b>TOTAL</b>	<b>100</b>

Sno-Isle Libraries staff may elect to conduct interviews, either via video conference or by telephone, with finalist candidate(s). **We expect to make a decision and discuss the final contract with the selected consultant by September 8, 2021.**

**7.1 PROCEDURE WHEN ONLY ONE BID IS RECEIVED**

If Sno-Isle Libraries receives a single responsive, responsible Proposal, Sno-Isle Libraries shall have the right to conduct a price or cost analysis on such Proposal. The Proposer shall promptly

provide all cost or pricing data, documentation and explanation requested by Sno-Isle Libraries to assist in such analysis.

By conducting such analysis, Sno-Isle Libraries shall not be obligated to accept the single Proposal. Sno-Isle Libraries reserves the right to reject such Proposal or any portion thereof.

## **7.2 REJECTION OF PROPOSALS**

Sno-Isle Libraries reserves the right to request clarification of information submitted, and to request additional information from any Proposer. Sno-Isle Libraries reserves the right to reject any Proposal for any reason including, but not limited to the following: (1) any Proposal which is incomplete, obscure, irregular, or lacking necessary detail and specificity; (2) any Proposal which has any qualification, addition, limitation, or provision attached; (3) any Proposer who (in the sole judgement of Sno-Isle Libraries) lacks the qualifications or responsibility necessary to perform the work; (4) any Proposal for which a Proposer fails or neglects to complete and submit any qualifications information, and (5) any Proposal which is received after the deadline date and time.

## **7.3 PROTEST PROCEDURE**

Protests may be made only by Proposers who submitted a response to this solicitation document. The Proposer is allowed two (2) business days to file a protest. Protests must be received by the Procurement Specialist no later than 8:00am on the third business day following the notification of intent to award a contract. Protests may be submitted by e-mail but must be followed by the document with an original signature.

Proposers protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Proposals under this procurement.

**7.3.1** All protests must be in writing, addressed to the Procurement Specialist, and signed by the protesting party or an authorized Agent. The protest must state the RFP number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

**7.3.2** Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the RFP document or Sno-Isle Libraries' policy.

**7.3.3** Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: (1) an evaluator's professional judgment on the quality of a proposal, or (2) Sno-Isle Libraries' assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by Sno-Isle Libraries. Sno-Isle Libraries' Executive Director or an employee appointed by the Executive Director who was not involved in

the procurement, will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Proposer that also submitted a proposal, such Proposer will be given an opportunity to submit its views and any relevant information on the protest to the Procurement Specialist.

The final determination of the protest as rendered by the Sno-Isle Libraries' Executive Director or employee appointed by the Executive Director shall:

**7.3.4** Find the protest lacking in merit and uphold Sno-Isle Libraries' action; or

**7.3.5** Find only technical or harmless errors in Sno-Isle Libraries' acquisition process and determine Sno-Isle Libraries to be in substantial compliance and reject the protest; or

**7.3.6** Find merit in the protest and provide Sno-Isle Libraries options which may include:

- Correct the errors and re-evaluate all proposals, and/or
- Re-issue the solicitation document and begin a new process,
- Make other findings and determine other courses of action as appropriate.

If Sno-Isle Libraries determines that the protest is without merit, Sno-Isle Libraries may enter into a contract with the apparent successful Proposer. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

## **7.4 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 Director of Public Services. 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.

## **7.5 ACCEPTANCE PERIOD**

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

## **8. TERMS AND CONDITIONS**

The successful Proposer will be required to sign a Contract with Sno-Isle Libraries. Sno-Isle Libraries will not sign any company's services agreement, contract or any other form of agreement. 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.

## **8.1 INSURANCE COVERAGE**

### **8.1.1 Commercial General Liability Insurance**

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 Contract, Consultant shall provide Sno-Isle 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.

It is understood that the whole of the work under this Contract is to be done at the Consultant's risk and that the Consultant has become familiarized with the conditions and other contingencies likely to affect the work and has made the Consultant's Proposal accordingly and that the Consultant is to assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

Sno-Isle Libraries reserves and retains its rights of subrogation.

## **8.2 HOLD HARMLESS AND INDEMNIFICATION**

The Consultant shall defend, indemnify and save harmless Sno-Isle Libraries, its officers, employees and agents from any and every claim and risk, including suits or proceedings for patent, trademark, copyright or franchise infringements, and all losses, damages, demands, suits, judgments and attorney fees, and other expenses of any kind, on account of all property damages of any kind, whether tangible or intangible, including loss of use resulting there from, in connection with the work performed under this Contract, or caused or occasioned in whole or in part by reason of the presence of the Consultant, or their property, employees or agents, upon or in proximity to the property of Sno-Isle Libraries, or any other property upon which the Consultant is performing any work called for or in connection with this Contract, except only of those losses resulting solely from the negligence of Sno-Isle Libraries, its officers, employees and agents.

Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and Sno-Isle Libraries, its members, officers, employees and agents, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes Consultant's waiver of

immunity under industrial insurance, Title 51 RCW, solely for the purpose of the indemnification. This waiver has been mutually negotiated by the parties.

If a lawsuit in respect to this hold harmless provision ensues, the Consultant shall appear and defend that lawsuit at its own cost and expense, and if judgment is rendered or settlement made requiring payment of damages by Sno-Isle Libraries, its officers, employees, agents and volunteers, the Consultant shall pay the same.

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

## **9. ATTACHMENTS**

- **Attachment A:** Certifications & Assurances form