



# Request for Proposal

**Librarian Manager Search**

**Multiple Positions**

**Issued by:**  
**Regina Public Library**  
P.O. Box 2311  
2311 – 12<sup>th</sup> Avenue  
Regina, Saskatchewan  
S4P 3Z5

<b>Issue Date:</b>	<b>June 29, 2017</b>
<b>Closing Date:</b>	<b>July 17, 2017</b>
<b>Award Date:</b>	<b>July 24, 2017</b>
<b>First Meeting (in Regina):</b>	<b>July 28, 2017</b>

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## Intent

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The intent of this Request for Proposal (RFP) is to select a search firm for the purpose of recruiting multiple Librarian Managers, ranging from front-line management to senior management.

## Background

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Regina Public Library (RPL) was established under *The Public Libraries Act, 1996* to facilitate equitable access by all residents of Saskatchewan to basic and special library services. RPL's mission is to engage the citizens of Regina by providing a community gathering place where reading, discovery and lifelong learning is promoted and encouraged.

RPL provides library services to the citizens of Regina through the Central Library and eight Branch locations throughout the City of Regina.

The positions to be hired will work as part of RPL's management team to ensure the effective, efficient and coordinated delivery of services to the public throughout the system.

## Scope

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This RFP is seeking a preferred firm to recruit multiple Librarian Managers for several levels of the organization. A package containing the detailed job descriptions of the specific positions to be recruited will be provided in confidence to proponents upon written request to the project contact identified below. RPL reserves the right to use the successful proponent on subsequent recruitments should internal candidates be successful in filling any of the positions in the initial recruitment process.

## Submission Deadline

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**To receive consideration, responses to this RFP must be received no later than 2:00 p.m. Saskatchewan Time (CST), July 17, 2017.**

An electronic file in PDF format must be directed to:

Jeff Grant, CPHR  
Manager, Human Resources  
Regina Public Library  
2311 – 12<sup>th</sup> Avenue

Regina, SK S4P 0N3  
(306) 777-6072  
jgrant@reginalibrary.ca

Prior to the submission deadline, RPL may amend or clarify the RFP. In the event that RPL revises the RFP after the closing date, proponents will have the opportunity to refine, submit, or resubmit their proposals.

Proposals will remain unopened until 2:00 p.m. Saskatchewan time, July 17, 2017. Late proposals will not be considered.

## Withdrawal of Proposal

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A proposal may be amended or withdrawn at any time prior to the time and date set for the receipt of proposals.

## Project Contact

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Proponents are encouraged to obtain a clear understanding of the proposal requirements prior to submission. At all times, the proponent is responsible for notifying RPL in writing, of any error or omission contained within the RFP document, or requesting clarification that may be required to prepare the proposal. RPL will provide electronic responses to all queries received and all requests/questions and their responses will be posted to the Sasktenders website.

Inquiries, interpretations and questions regarding the procurement process or the scope of the work are to be directed to:

Julie McKenna, MLIS, MHRM  
Deputy Library Director  
Regina Public Library  
2311 – 12th Avenue  
REGINA SK S4P 0N3  
306.777.6074 jmckenna@reginalibrary.ca

Verbal responses to any inquiry are not binding on either party. Contacts are restricted to the person identified above. Contact with individuals other than that listed above may result in proposal disqualification.

# Submission Requirements

Proponents must follow the proposal outline below. Additional information thought to be relevant, beyond the categories listed below, should be provided as an appendix to the proposal. Failure to comply with these requirements may result in a rejected proposal.

## 1. Letter of Transmittal

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Provide a Letter of Transmittal, or covering letter, dated and signed by an official authorized to negotiate and make commitments on behalf of the company.

## 2. Company Information

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1. Contact Name / Title – to provide any required clarification with respect to the proposal
2. Address
3. Telephone
4. Email Address
5. Website
6. Summary information on the company's track-record and accomplishments

**Please provide assurance your company is protected for professional liability. Minimum coverage of \$2 million is required for comprehensive general liability and The Regina Public Library Board shall be named as the insured party.**

## 3. Detailed Proposal

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Proponent(s) must provide detailed information which clearly demonstrates the proponent's and the proposed team's qualifications, experience and resources available to deliver exceptional results. Proponent(s) must demonstrate that they have capacity to successfully fulfill recruitment of multiple Librarian Manager positions.

The proposal must include the following:

- Your firm's background, proficiency and approach to providing the services, including relevant library and public sector experience. Please provide three (3) relevant examples of successful recruitments.

- A descriptive and professional profile of all personnel who will be assigned to this project (qualifications, number of years they have worked with the firm, experience on similar projects)
- If sub-contractors are proposed for any part of the work, indicate the specific roles and responsibilities which will be assigned to each person involved
- Disclosure of any direct or indirect, actual or potential conflicts of interest with RPL
- Date through which the proposal is valid. At minimum, proposals shall be valid for ninety (90) days from the proposal receipt deadline.

## 4. Methodology and Timeline

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The proposal should be clear about the proponent's planned methodology for the scope of work, including the planned approach to identify and attract interest from suitable candidates. A timeline, which outlines key dates and responsibilities for each phase of the project, is required as part of the submission. Proponents should be clear about their expectations regarding RPL's involvement in the process, including actions to post and publicize the positions, screen candidates, conduct interviews, etc.

While RPL is interested in hiring all required positions as quickly as possible, the order and timing of posting and publication of each specific position must be approved by RPL.

## 5. Guarantees of Service

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The proposal must clearly indicate the guarantees the proponent will provide with respect to their services regarding quality and retention of those persons hired by RPL through the proponent. For example, if an employee placed by the proponent does not successfully complete a prescribed term of service, what remedy does the proponent propose? Other guarantees should be considered and made clear.

## 6. References

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Provide a minimum of four (4) references, one of which must be a candidate from a former search, that you have provided similar services to within the past five (5) years, including the name and address of the company, and the name, title, and phone number of the contact person. Describe as clearly as possible how the services provided to these references is like the services proposed for RPL.

1. Name and address of company
2. Name, title, phone number and email of the contact person

3. Type of industry
4. Date when work was undertaken
5. Summary of work completed/undertaken

## 7. Cost Proposal

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1. Provide a proposed cost for the recruitment. Detail how payments by RPL are triggered and when.
2. List all taxes separately.
3. Provide any estimated travel or accommodations costs.
4. Provide a list of hourly rates for additional service. The hourly rates are to remain in effect for the duration of the agreement.

Include all services and other conditions with associated costs indicated previously in this RFP or as otherwise proposed.

## Evaluation of Submissions

The Selection Committee will consist of representatives from RPL’s Administration. Submissions will be evaluated based on the following criteria and point system, in addition to confirmation of references.

Criteria	Available Points
Proposed process and methodology	35
Project cost, timeline and value for service (including guarantees on service)	35
Prior relevant recruitments (process used and result)	20
Company history and profile	10
<b>Total Available Points</b>	<b>100</b>

**Note: The lowest or any proposal will not necessarily be accepted.**

## Award

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The contract will be awarded in accordance with the following conditions:

1. Selection of the successful proposal will be based on the proposal that provides the best value for the Library. As noted in the criteria table, price is one consideration among many. References may be a determining factor. RPL reserves the right to use the successful proponent on subsequent recruitments should internal candidates be successful in filling any of the positions in the initial recruitment process.
2. Any award resulting from this RFP is subject to the successful completion of a contract between RPL and the successful proponent. The contract will be governed by and interpreted in accordance with the laws of the Province of Saskatchewan.
3. The successful proponent shall require that its employees and agents comply with all RPL security and safety rules and regulations when on RPL premises.
4. The successful proponent is responsible, at their own expense, for obtaining all necessary permits, licenses and insurance, registering with the Worker's Compensation Board and for abiding by government health and labour regulations.
5. The successful proponent shall indemnify and hold harmless RPL, its employees, servants and/or agents from all claims arising from the negligence of the proponent, his employees, servants and or agents.

## Terms and Conditions

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1. All terms and conditions of this RFP are deemed to be accepted by the responding company and incorporated by reference in their proposal, ~~with the exception of~~ except for those expressly challenged by the responding company in their proposal.
2. Proposals shall remain valid for not less than ninety (90) days after the date of proposal submission prescribed by RPL.
3. RPL will not be responsible for any costs incurred in the preparation and submission of the proposal.
4. All proposals and accompanying documentation received under this RFP process will be the sole property of RPL and will not be returned.
5. Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the proponent is requested to do so by RPL.
6. Should RPL determine that ~~all of~~ all the proposals submitted are non-compliant, or none of the proposals meet the goals of the recruitment, RPL may carry out a process whereby all proponents are allowed the opportunity to correct their proposal without a change in their pricing.



7. Should the successful proponent's performance be deemed unacceptable, RPL reserves the right to cancel any agreement(s) under this proposal with thirty (30) days notice.
8. Proponents are strictly prohibited from making public announcements or issuing news releases regarding this RFP or any subsequent award of contract without prior approval, in writing, provided by RPL.
9. Proponents shall not undertake an assignment that actually or potentially creates a conflict of interest with the provision of the services without disclosing the conflict of interest or potential conflict of interest to RPL.
10. The proponent will be responsible for ensuring the quality of all services and/or materials supplied by their subcontractors.
11. The proponent is responsible, at their own expense, for obtaining all necessary permits, licenses and insurance, registering with the Worker's Compensation Board and for abiding by government health and labour regulations.
12. The successful proponent must provide a Certificate of Liability Insurance for minimum coverage of at least two million dollars (\$2,000,000).

## Confidentiality

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RPL anticipates proponents may wish to treat certain elements of their submissions as confidential or proprietary, and are reminded that Freedom of Information requirements in force in the Province of Saskatchewan may afford rights of production or inspection at the application of third parties. Furthermore, the contract entered into by the successful proponents may be available for inspection by members of the public.