Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

SPECIAL MEETING

Tuesday, December 8, 2015

5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

I. Call to Order

II. Roll Call

III. Introductions

IV. Public Comment

V. Executive Session to Discuss Selection of Interim Director

VI. Old Business
   A. Approve Selection of Interim Director

VII. New Business
   A. Approve RFP for Director Search Firm

VII. Adjournment

Posted: 12/04/15 3:15 p.m.

DRAFT

FY2016 SALARY RANGES

	Bottom of Range		Top of Range	
Position	Bi-Weekly	Annual	Bi-Weekly	Annual
Part Time Security Officer	$12.26/ hour		$17.60/ hour	
Security Site Supervisor	$ 1,084	$ 28,184	$ 1,726	$ 44,876
Secretary	1,236	32,136	1,607	41,782
Network Administrator	1,435	37,310	1,868	48,568
Webmaster	1,435	37,310	1,868	48,568
Unit Manager	1,805	46,930	2,854	74,204
Marketing & Public Relations Manager	1,888	49,088	2,616	68,016
Librarian II	2,322	60,372	3,714	96,564
Information Technology Services Manager	2,776	72,176	3,299	85,774
Director	3,261	84,786	5,213	135,538

Salary ranges reflect a 2.25% increase over FY2015.

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205 E. Olive St., PO Box 3308 | www.BloomingtonLibrary.org (309) 828-6091 | Bloomington, IL 61702-3308

REQUEST FOR PROPOSAL

PROFESSIONAL EXECUTIVE RECRUITMENT SERVICES BY BY QUALIFIED INDIVIDUALS AND/OR FIRMS FOR THE POSITION OF LIBRARY DIRECTOR FOR BLOOMINGTON PUBLIC LIBRARY

Mailing Address:	Bloomington Public Library 205 East Olive P. O. Box 3308 Bloomington, IL 61702-3308
Contact Person(s):	Carol Koos President, Library Board of Trustees 309-830-9382 Carolkoos12@gmail.com
Proposals Due:	Friday, January 15, no later than 3:00 p.m. Central Time

LEGAL NOTICE OF

REQUEST FOR PROPOSAL
BLOOMINGTON PUBLIC LIBRARY
BLOOMINGTON, ILLINOIS

Sealed proposals will be received at the office of the Johanna Sneed, Bloomington Public Library, 205 East Olive Street, Bloomington, Illinois 61701, until 4:00 p.m. Central time on Friday, January 8, 2016 for the following:

PROFESSIONAL EXESUTIVE RECRUITMENT SERVICES BY BY QUALIFIED INDIVIDUALS AND/OR FIRMS FOR THE POSITION OF LIBRARY DIRECTOR OR BLOOMINGTON PUBLIC LIBRARY

RFP documents are to be obtained from Johanna Sneed, Bloomington Public Library by sending an email to johannas@bloomingtonlibrary.org, or by calling 309-557-8905, or by accessing the Bloomington Public Library website, at www.bloomingtonlibrary.org, and click on RFP. Respondents must provide their complete name, company name, street address, telephone number, fax number and their email address.

The Bloomington Public Library reserves the right to reject any and all proposals and to waive technicalities. The award will not be based solely on the "low proposal." The award will be based on the criteria for selection contained within this document.

The Bloomington Public Library requires all contractors and offerors doing business with the Library not to discriminate on the basis of race, age, color, religion, gender, ancestry, national origin, marital status, mental or physical disability unrelated to ability, familial status or sexual orientation.

Carol Koos, President, Board of Trustees

Published 12/18/15 Bloomington, Illinois

TERMS AND CONDITIONS FOR OFFERORS

Background: The Bloomington Public Library is a municipal library, under the auspices of the City of Bloomington. The current library building was constructed in 1976 with a 4,300 square foot addition in 2006.

Do **not** submit proposals by fax or electronically. Proposals submitted by fax or electronically cannot be accepted or considered for award. Sealed proposals are required.

Definitions:
1."Library" shall mean the Bloomington Public Library, Illinois.
2. "Requests for Proposals (RFP) is a method of procurement permitting discussions with responsive, responsible offerors and revisions to proposals prior to award of contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

Questions regarding proposal procedures shall be directed to Carol Koos, during regular working hours (M-F 8am-5pm), telephone 309-830-9382

Questions will be answered in the form of written addenda and provided to all Offerors, as per State of Illinois statutes.

The Bloomington Public Library Board of Trustees reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The Library may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that the RFP and all responses, supplemental information, and other submissions provided by the offeror during discussions or negotiations may be held by the Library as contractually binding on the successful offeror.

When the Evaluation Committee determines an offeror's proposal to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its proposal.

The Bloomington Public Library will not be liable in any way for any costs incurred by respondents in replying to this RFP.

NON DISCRIMINATION: The City of Bloomington requires all contractors and offerors doing business with the City not to discriminate against anyone on the basis of race, age, color, religion, gender, ancestry, national origin, marital status, mental or physical disability unrelated to ability, familial status or sexual orientation. Offerors shall comply with the Illinois Human Rights Act, 775 ILCS 5.101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44 Part 750 (Appendix A) 775 ILCS 5/1-102 and constituting of a written EEO policy and workforce profile that demonstrates its EEO practices. Furthermore, the offeror shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The offeror must have a written sexual harassment policy, which meets Illinois Complied State Statutes, 775 ILCS 15/3.

SECURITY: The offeror represents and warrants to the City of Bloomington that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The offeror further represents and warrants to the City of Bloomington that the offeror and its principals, shareholders, members, partners or affiliates, as applicable, are not directly or indirectly engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The offeror hereby agrees to defend, indemnify, and hold harmless the City of Bloomington and all City of Bloomington elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses including reasonable attorney's fees and costs arising from or related to any breach of the foregoing representation and warranties.

EX PARTE COMMUNICATION: Please note that to insure the proper and fair evaluation of a proposal or bid, the City of Bloomington prohibits exparte communication (i.e., unsolicited) initiated by the Offeror to a City Official (i.e. City Aldermen, Mayor, etc.) or Employee evaluating or considering the proposal/bid prior to the time a selection has been made. Communication includes but is not limited to fax, phone calls, email and personal visit. Communication between Offeror and the City will be directed in writing to the Procurement Manager or designated contact person only. The Procurement Manager will obtain the information or clarification needed. Exparte communication may be grounds for disqualifying the offending Offeror from consideration or award of the proposal and repeat offenders may be disqualified from future projects.

NO PROPOSAL: Offerors who are not able to submit a proposal for this service, but wish to receive proposal tabulation or to be assured of remaining on the City's proposal list for similar services should clearly indicate on the envelope the designation **"NO PROPOSAL"**. Envelopes so marked will not be considered as a formal proposal, but the contents will be responded to in the appropriate manner by City of Bloomington staff. The City will issue a purchase order to the successful Offeror.

PROPOSAL PRICE: Please quote your best net price including delivery and discounts to meet the approval of the City. Prices shall be stated in units of quantity specified. No additional charges shall be passed to the City, including any applicable taxes, delivery or surcharges. Prices quoted shall be the final cost to the City.

All prices and notations shall be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the proposal. In case of error in the extension of prices, the unit price shall govern.

PAYMENT TERMS: If payment terms are not indicated, terms of NET 30 days shall be applied by the City. Payment terms to apply after receipt of invoice or final acceptance of the products/services, whichever is later. Payment terms offering less than 20 days for payment

will not be considered. Please note: the City of Bloomington offers Electronic Funds Transfers (EFTs) for offerors receiving multiple payments. Please indicate whether you are or are not capable of accepting EFT payments: Yes____ or No____. If yes, you may receive information later if this process will apply to you.

PROPOSAL EVALUATION: Products/Services will be purchased from the Offeror providing the best proposal per product/service or total package, whichever is in the best interest of the Library. The quality of the products/services, conformity with the specifications, suitability to the requirements, delivery terms including length of time for delivery, qualifications and references will be taken into consideration in making an award.

CRITERIA FOR MAKING SELECTION: Proposals may be evaluated based upon, but not limited to, the following criteria. This criteria shall be used by the City to determine the firm or individual(s) most qualified and best suited to perform the work. The Evaluation Committee may, in its sole discretion and in the course of its evaluation, arrange a site visit or request presentations or demonstrations with one or more selected offerors:

- Firm expertise and competence including experience with similar projects
- Professional qualifications and experience of the key personnel assigned to the project
- Time required to accomplish the requested services
- References
- Ability to work effectively with Library Board of Trustees, and representatives
- Proposed cost

The Library retains sole discretion to evaluate proposals and may make an award to the consultant the Library deems to have the most responsive proposal. Receipt of proposals in response to its RFP does not obligate the Library in any way to engage any consultant and the Library reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The Library shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a consultant, and the Library shall bear no financial or other responsibility in the event of such abandonment. The Library reserves the right to negotiate any and all final terms and conditions including length, scope of services, and compensation of any agreements entered into.

Add City of champ Eval Criteria 1.6

INVESTIGATION: Offeror's must acquaint themselves with the policies of the Library and may do so by contacting the Carol Koos. All questions as to the meaning of the scope of work must be resolved prior to the proposal submission deadline. It is the Offeror's responsibility to check with Carol Koos prior to submitting their proposal to ensure that they have received all Addenda that may be issued.

PROOF OF LICENSE, PERMIT, CERITIFICATIONS, ETC.: Offeror's must provide proof of conformance with any applicable Federal/State/Local permits, licenses, certifications, etc., or the ability to obtain any applicable Federal/State/Local permits, licenses, certifications, etc., within a reasonable time after the proposal award and prior to the performance of the work. It is the offeror's responsibility to inquire about requirements of performing the job with the

requesting department contact person.

PROPOSAL FORM: This entire package shall be returned complete and intact with all information requested and all questions answered. The amount of the proposal shall be stated on the form(s) provided. Variations from the specification/scope of work shall be noted on a separate sheet of paper. If more space is required to furnish a description of the service offered or delivery/start terms, the offeror may attach a letter hereto, which will be made a part of the proposal.

SPECIFICATION: The Specification may, in some areas, be unique to a particular brand of product or type of service. If this situation exists, equal consideration will be given to all Offeror's whose items, in the opinion of the Library, meets or exceeds performance in these areas.

PROPOSAL OPENING: TELEPHONE/FAX/VERBAL OFFERS WILL NOT BE ACCEPTED. Proposals are opened and evaluated in private. Proposals are not publicly opened and read at the time and date set. It is the responsibility of the offeror to see that the proposal is submitted to the Johanna Sneed, Bloomington Public Library, by the specified time and date. The date of the postmark will not be considered. Proposals received after the time and date set will be returned unopened to the Offeror. This includes Proposals not received as a result of mail delays. In the event that the Library is closed for business at the time scheduled for the proposal submission, sealed proposals will be accepted on the next business day of the Library, up to the originally scheduled time.

DEFAULT BY OFFEROR: In the event of default by offeror, the Library reserves the right to procure the services from other sources, and hold the offeror liable for any excess costs occasioned thereby. Additionally, a contract shall not be assignable by the Offeror in whole or in part without the written consent of the Bloomington Public Library.

CANCELLATION: Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The Library will give a written notice of unsatisfactory performance and the contractor or vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty (30) days, the Library deems that the contractor or vendor's performance is still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellation shall not limit the Library's right to seek any other remedies allowed by law.

WITHDRAWAL OF PROPOSAL: An offeror may withdraw a proposal prior to the deadline for proposal submittal by submitting a request for its withdrawal. Proposals received after the time for opening proposals or received at any place other than the place specified will not be considered. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of proposals, or to cancel awards or contracts based on proposal mistakes, will be submitted in writing and will be supported by a written determination made by the Procurement Manager. The request shall then be forwarded to the Library's legal staff for final recommendation.

REJECTION OF PROPOSALS, WAIVERS AND IRREGULARITY: The Bloomington Public Library reserves the right to reject any or all proposals, to waive irregularities, and to accept that proposal which is considered in the best interest of the Library. Any such decision shall be final.

PROTESTS: Any actual or prospective offeror who is aggrieved in connection with this proposal or award may protest to the Bloomington Public Library Board of Trustees during the public Board of Trustees meeting only. The protest will be submitted in writing to the Office of the Carol Koos President, Board of Trustees immediately after such aggrieved person knows or should have known of the facts giving rise and the President of the Board of Trustees will place same on the Bloomington Public Library Board of Trustees agenda if not resolved prior to that time.

INDEMNIFICATION: Consultant shall indemnify, defend with counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of City's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Should City in its sole discretion find Consultant's legal counsel unacceptable, then Consultant shall reimburse the City its costs of defense, including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation. The Consultant shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of Illinois and will survive termination of this Agreement.

REFERENCES:

Five (3) references are **required** with your proposal. The references shall be from three different sources where you have provided the minimum specifications as required in this proposal.

(1.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(2.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(3.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

CONTRACTOR COMPLIANCE WITH PUBLIC ACT 85-1295:

The offeror certifies by signing this statement that this Proposal is made without prior understanding, agreement or accord with any other person submitting a Proposal for the same product or service and that this Proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Furthermore, the firm certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages. The offeror also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

_____ _____

Print Name & Date Authorized Signature

_____

Company Name

INSURANCE:

Offerors providing a service or installing equipment on or about City property shall provide to the City Clerk evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on City property. The offeror guarantees to save the City, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the offeror is not the patentee, assignee, or licensee.

Furthermore, the offeror hereby agrees to save and hold harmless and indemnify the City from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the Offeror, its employees, agents or sub-offerors. This agreement extends to all claims, of any nature, whether made by the Offeror's employees or third parties.

_____ _____

Print Name & Date Authorized Signature

_____

Company Name

GIFT BAN ACT:

I certify that _____ (print company name), its officers, employees and agents, have not made any gifts to officers or employees of the City of Bloomington in violation of Illinois Compiled Statutes, 5 ILCS 430/Article 10, State Officers and Employees Ethics Act (commonly known as the "Gift Ban Act"). The Act is available online at: http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=000504300HArt%2E+10&ActID=2529&ChapterID=2&SeqStart=1700000&SeqEnd=2200000 under.

I further certify that as an Offeror, I have not violated the Bloomington City Code Chapter 2, Administration; Article I, Section 8: Officers and Employees Generally: Section 8a Prohibition on the Solicitation and Acceptance of Gifts; and 8b State Officials and Employees Ethics Act. This section of the Bloomington City Code is available online at http://www.cityblm.org/code.asp?show=section&id=3450.

_____ _____

Print Name & Date Authorized Signature

EQUAL OPPORTUNITY GUIDELINES:

The City requires all contractors and offerors doing business with the City not to discriminate against anyone on the basis of race, age, color, religion, gender, sexual orientation, ancestry, national origin, and non job-related disabilities. This program was approved by the City Council on May 27, 1974. In accordance with this program the City shall require that the offeror or contractor be familiar and comply in every respect with the provisions of this program. Information regarding the program may be obtained by contacting the Human Relations Department 309/434-2218.

CITY OF BLOOMINGTON, IL
GENERAL INSURANCE REQUIREMENTS FOR VENDORS/CONTRACTORS/BIDS

Prior to the commencement of work governed by any contract between the **CITY** and the vendor/contractor, the contractor shall provide the **CITY** satisfactory evidence of insurance coverage. A Certificate of Insurance AND any contract stating the **CITY**, its employees and officials as additional named insureds will be required and will also denote the description of the job. **The vendor's/contractor's insurance shall be primary and non-contributory.**

All insurance coverage should be placed with a solid carrier who has no less than an A- VIII Best's Rating. The Contractor's program shall hold the **CITY**, its employees and officials harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom).

All coverage, as follows shall be maintained through the life of the contract and include, as a minimum:

General Liability - $1,000,000 Bodily Injury and Property Damage (Combined Single Limit) with $1,000,000 GL annual aggregate and will include:

- Medical payments - $5,000
- Premises Operations
- Products and Completed Operations
- Blanket Contractual Liability
- Personal Injury Liability
- Expanded Definition of Property Damage

Workers' Compensation and Employer's Liability –

- $500,000 Bodily Injury by Accident
- $500,000 Bodily Injury by Disease, policy limits
- $500,000 Bodily Injury by Disease, each employee

Automobile Liability - $1,000,000 Bodily Injury and Property Damage (CSL) (Owned, Non-owned and Hired vehicles should be included) and include $10,000 medical pay per passenger.

Umbrella Liability Coverage - $1,000,000 each occurrence, $1,000,000 aggregate. (These limits will be excess over all underlying coverage documents and would be the minimum required). **Increased limits may be required on "larger contracts" and would be at the discretion, and approval of the, CITY'S legal counsel.**

All Liability (General Liability/Auto) insurance certificates should include a "blanket additional insured" endorsement, must specify that should described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provisions of this Equal Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), or the City of Bloomington's Contract Compliance Program, the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, including the City of Bloomington, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute, ordinance or regulation. During the performance of this contract, the contractor agrees as follows:

(1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such under-utilization.

(2) That, if it hires additional employees in order to perform this contractor any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations or those of the Human Relations Commission) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

(3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, familial status, or an unfavorable discharge from military service.

(4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and Human Relations Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

(5) That it will submit reports as required by the Department's Rules and Regulations and Human Relations Commission, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations and those of the City of Bloomington's Contract Compliance Program.

(6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations and those of the City of Bloomington's Contract Compliance Program.

(7) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency, the Department and the Human Relations Commission in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission or Human Relation Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations including the City of Bloomington.

CITY OF BLOOMINGTON

Community Relations
109 E. Olive St.
Bloomington, IL 61701-3157
(309) 434-2215 (TTY) 829-5115

To Whom It May Concern:

The City of Bloomington's Equal Opportunity in Purchasing Ordinance and the Bloomington Human Relations Ordinance requires that any company doing business with the City in the excess of $25,000 during one year, must submit an Equal Opportunity Report Form or an Equal Opportunity Plan.

It is my understanding that your company will be or are presently a contractor/vendor for the City of Bloomington. In order for this office to approve your company to continue to conduct business with the City of Bloomington, all of the enclosed forms must be submitted to the Community Relations Division within 14 days after receipt of the requested information. If you are bidding for the opportunity to work for the City of Bloomington, the Contract Compliance Report Form enclosed in the bid packet must be completed, signed and returned in the bid packet.

Please complete the enclosed information in its entirety and return it to the Community Relations Office or with your bid packet. If your company has an approved Equal Opportunity Plan, you may submit it instead of completing the enclosed Contract Compliance Form. You must also include a breakdown of your present workforce by race and gender.

If the information requested is not submitted, your company may not be approved to do business with the City of Bloomington and could subsequently not be placed on the "Approved Contractor/Vendor List."

If you should have any questions regarding either of the forms, please feel free to contact me at (309) 434-2215.

Sincerely,

Ernestine Jackson
Equal Opportunity Associate

CITY OF BLOOMINGTON
COMMUNITY RELATIONS DIVISION

City of Bloomington
Community Relations Division
109 E. Olive Street
Bloomington, IL 61701

(309) 434-2215 (309) 434-2831 (Fax)

Failure to properly complete this form prior to the execution of a contract with the City of Bloomington, or within 7 days after a request for submission of this report, will result in it being returned unprocessed thereby resulting in a delay or denial of eligibility to bid or do business with the City of Bloomington.

Section I. Identification

1. Company Name and Address:

Name: _____

D/b/a: _____

Address: _____

City/State/Zip: _____

Telephone Number(s) Area Code: _____

Check one of the following:

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.

2. Name and Address of the Company's Principal Office (answer only if not the same as above).

Name: _____

Address: _____

City/State/Zip: _____

3. Major activity of your company (product or service): _____

Section II. Policies and Practices

Description of EEO Policies and Practices

A. Is it the Company's policy to recruit, hire, train, upgrade, and discipline persons without regard to race, sex, color, religion, national origin, age, mental and/or physical disability, and sexual orientation?

YES _____ NO _____

B. Has someone been assigned to develop procedures, which will assure that the EO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the charged with this responsibility.
Name: _____
Title: _____
Telephone: _____

C. Has the Company developed a written Equal Opportunity Plan? **Note: A copy of the Equal Opportunity Plan must be submitted with this form in order to be considered eligible to do business with the /city of Bloomington.** If you would need technical assistance in developing your plan, please contact the Community Relations Office at: (309) 434-2215.

YES _____ NO _____

D. Has the Company developed a written policy statement prohibiting Sexual Harassment? Please attach a copy of the policy statement.

YES _____ NO _____

E. Have all recruitment sources been notified that the Company will consider all qualified applicants without regard to race, color, age, sex, national origin, religion, mental and/or physical disability, or sexual orientation?

YES _____ NO _____

F. If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, age, sex, national origin, religion, mental and/or physical disability, or sexual orientation?

YES _____ NO _____

G. Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontractors or purchase orders?

YES _____ NO _____

H. Is the Company a state certified minority/female owned business? If yes, please attach a copy of the state certification.

YES _____ NO _____

I. Does the Company have collective bargaining agreements with labor organizations?

YES _____ NO _____

J. Has the labor organization been notified of the Company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts by the City of Bloomington?

YES _____ NO _____

Section III. Employment Information

A. Please complete the company workforce analysis form on the bottom of this page. Use the number of employees as of the most recent payroll period. Be sure to complete all applicable columns.

B. Job Classifications (See descriptions attached)

C. Identify the geographical area(s) from which the company may reasonably recruit employees (use city, county, SMSA, or distance in miles from your company location.

D. If minorities and women are currently under-utilized in your workforce, please attach a copy of an explanation for your plan to recruit and hire minorities and women.

Section IV. Certification

The Company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief. The Company also agrees that it will comply and abide by the City of Bloomington's Contract Compliance Ordinance and the City of Bloomington Human Relations Ordinance.

Signature:	**Print Name & Title**	**Telephone Number**	**Date**

CITY OF BLOOMINGTON
COMMUNITY RELATIONS DIVISION

CONTRACT COMPLIANCE
WORKFORCE ANALYSIS

Job Categories	Overall Totals		White(Not Of Hispanic origin)		Black of African American (Not of Hispanic Origin)		Hispanic of Latino		Asian of Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Officials & Managers												
Professionals												
Technicians												
Office & Clerical												
Craft Workers (skilled)												
Operatives (semi-skilled)												
Laborers (unskilled)												
Service Workers												
TOTAL												

M= Male, Column B is sum of rows D, F, H, J, and L

F= Female, Column C is sum of Rows E, G, I, K, and M

Date of above: _____

Name of person that compiled the above data: _____

SCOPE OF WORK

PROFESSIONAL EXECUTIVE RECRUITMENT SERVICES BY BY QUALIFIED INDIVIDUALS AND/OR FIRMS FOR THE POSITION OF LIBRARY DIRECTOR FOR BLOOMINGTON PUBLIC LIBRARY

Date Issued: December 18, 2015

Purpose: Through this RFP, the Bloomington Public Library in Bloomington, Illinois, is soliciting proposals from highly qualified firms or individuals to provide excellent recruitment and selection services in order to identify qualified candidates for the position of Library Director.

The Bloomington Public Library is located in Bloomington, Illinois, a vibrant, high growth, and diverse community of approximately 77,000 people in central Illinois, approximately 2 hours south of Chicago. The Library has one facility, approximately 55,000 square feet in size. The Library also owns a bookmobile, which makes 48 stops in the community. The Library and the Bookmobile average 413,520 visitors annually and circulates approximately 1.43 million items per year. The Library currently contracts with the Golden Prairie Public Library District to provide Library services to the residents of Old Town, Dale, Dawson, Bloomington, and Arrowsmith Townships, receiving approximately $400,000 annually from Golden Prairie. The Library Director reports to the Library Board of Trustees, and supervises a team of nine (9) Department Managers. The Library Director attends the Board meetings for the Library Foundation, which meets 6 times per year. There are approximately 45 full-time staff, 35 part-time staff, 15 temporary staff, and 40 volunteers. The Library Director oversees a budget of $5.2 million. The Library is a union organization with 62 bargaining unit members.

The current Library Director retired on December 4, 2015. The Board of Trustees wishes to conduct a national search to appoint a new Director.

The Library Board of Trustees is requesting professional assistance to develop a recruitment strategy and selection process with specific emphasis on and advertising/marketing strategy to promote the Library as an attractive place to work and Bloomington as an attractive place to live, direct outreach to prospective candidates, and personal contact with applicants. Consideration should be given to the methods necessary to identify and attract qualified career library services candidates from varying backgrounds, locations, and types of libraries with at least a Master's of Library Sciences degree from and ALA-accredited program and five years of progressively responsible experience in public library management and supervision.

The selected vendor will work under the direction of the Board of Trustees to create, develop, and implement a strategic recruitment plan. The selected vendor will be expected to utilize the attached position description, but may be asked to develop additional recruitment and advertisement materials to supplement the position description.

Minimum Qualifications: All services undertaken by the Vendor/Contractor shall conform to

professional best practices and complete with all relevant legal authority, including state and federal laws and guidelines for employee promotion. Vendor must have demonstrated Library Director executive recruitment experience.

Scope of Work: The scope of work shall include any separate and/or all of the specific phases outline below:

Phase I – Organizational Overview:

- Meet with the Library Board of Trustees prior to commencement of the recruitment to receive information and feedback from the Library Board and designated staff regarding the culture of the Library, the challenges and opportunities of this position, and the professional and interpersonal qualifications of the preferred candidate

Phase II – Recruitment of Qualified Candidates:

- Conduct a national recruitment and search for qualified candidates utilizing best practices for executive searches of this type with particular emphasis on direct outreach and personal contact. The vendor shall be responsible for developing and implementing an advertising plan including prepare and placing recruitment notices as proposed to and agreed upon by the Library Board of Trustees.
- Communicate with interested applicants and follow up on requests for information regarding the recruitment and selection process.

Phase III – Selection Process:

- Collect and review all applications.
- In conjunction with the Library Board of Trustees devise and utilize a legally-defensible application evaluation criteria and selection process to evaluate applicants for the position and develop a pool of four to ten best-qualified applicants for further consideration and evaluation.
- Prepare and submit preliminary screening and progress report.
- Conduct preliminary professional reference checks prior to in-person interviews and provide a written summary to the Library Board of Trustees.

Phase IV – Pre-Interview Preparation:

- Disseminate all reference materials provided by the Library Board of Trustees to the candidates prior to in-person interviews.
- Collect additional materials/information from candidates and forward to the Library Board of Trustees prior to interviews including but not limited to:
    - Updated reference list
    - Writing samples (memos, reports, policies, etc. for which the candidate is primary author)
    - Links to newspaper articles in which the candidate has been quoted
    - Links to videos of media interviews the candidate has provided

- Coordinate the completion of any personality assessments selected by the Library Board of Trustees to be completed by the candidates prior to interview, such as DiSC and Workplace Personality Inventory.

Phase V – Interviews:

- Coordinate in-person interviews with final candidates including but not limited to: candidate communication, development of interview questions, and interview schedule.
- Assist candidates with travel arrangements for in-person interviews.
- Be on-site to facilitate in-person interviews including post-interview debriefing with the Library Board of Trustees.
- Develop and facilitate assessment center in consultation with Library staff. Provide a written report of each candidate's performance including identified strengths and weaknesses compared to the qualifications as stated in the position description for Library Director.

Phase VI – Reference/Background Checks:

- Secure authorization forms and releases to complete and report on background checks including:
    - Comprehensive state and federal criminal history record information
    - National, state, and county civil and criminal court searches
    - Education verification
    - Driving record history
- Conduct thorough professional reference checks and provide summary report.

Phase VII – Hiring/Negotiation:

- The Library Board of Trustees is responsible for negotiation the salary, benefits, and other terms and conditions of employment with the successful applicant
- The Library staff will complete the onboarding process for the selected candidate

Submission Requirements: Respondents are asked to submit evidence of their experience and qualifications to perform the work identified in the document. Responses must include a detailed explanation of the following items:

1. Consultant name and/or business name, DBA (if applicable), and principal contact person including office location, address, telephone number and e-mail address.
2. Qualification information which demonstrates the knowledge, experience, and capability that will enable the respondent to provide the services outlines in the scope of work, including a brief description and history of the firm and/or individual, number of years in business, number of Library Director recruitments, and range of services offered. Where relevant, key individuals who may be involved in providing or developing the services should be identified and listed. Please provide resumes for al proposed key personnel.
3. Description of proposed strategy and methodology for each Phase of the project.

4. Proposed timetable for each Phase separately. The goal is to have a replacement in place by May 1, 2016 or as close to this date as possible.
5. Description of success in recruiting candidates with diverse backgrounds.
6. At least three (3) references that can be contact for verification of the respondent's experience and qualifications. The references will be public sector agencies for which the individual and/or firm have successfully placed candidates in executive positions, especially Library Director positions.
7. The proposed compensation rate and structure for each Phase. The Library Board of Trustees reserves the right to contract with the vendor for the entire project or by Phase. Provide pricing for Vendor travel and other expenses.

Schedule:

a. RFP Issued (Advertising Date): December 18, 2016
b. Questions Due from Vendors: 4:00 p.m., Central Time December 30, 2015
c. Responses Due From Library: 4:00 p.m., Central Time, January 6, 2016
d. Proposal Deadline: 3:00 p.m. Central Time, January 15, 2016
e. Vendor Selection: February 3, 2016
f. Contract Start Date: February 8, 2016

Review and Selection Criteria: Proposals received will be evaluated based on the following criteria:

1. Understanding of the scope of work and overall executive recruitment goals including Vendor's strategy for carrying out the needed work tasks to meet the goals.
2. Skills and experience of assigned personnel, availability, and motivation of staff; experience and performance of Vendor on similar executive recruitments related to quality of candidates, placement, and retention of finalists.
3. Vendor's expertise and ability to successfully handle communication with Library staff relative to all Phases of the recruitment.
4. The present workload of the consultant and their ability to meet the proposed schedule.
5. Clarity of presentation and content of the responses to this request. Elaborate or costly submissions are not required.
6. Record of performance of successful recruitment of candidates, including candidates of diverse backgrounds, for executive positions, especially Library Director positions.
7. Proposed plan for completing the work in a timely and professional manner.
8. Ability to present, develop, and successfully implement innovative and/or creative solutions or strategies.

PROPOSAL FORM

CONSULTING SERVICES FOR DIRECTOR SEARCH FIRM FOR BLOOMINGTON PUBLIC LIBRARY

The proposer agrees to contract with the Bloomington Public Library to provide all necessary services, labor, documents and any other means to do all the work and furnish all the materials specified in the proposal in the manner and time therein as set forth by the proposer and that the proposer will take in full payment the amount set forth hereon. The cost of all labor, material and equipment necessary for the completion of the proposed work, even though not shown or specified, shall be included in the total price for the various items shown herein.

We further agree to complete all of the above work in a complete, neat, and workmanlike manner. The proposer certifies by signature below that it has not been barred from contracting with a unit of State or Local government in the State of Illinois as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.

Contract Price: $_____

_____ _____

Name of Company Authorized Signature

_____

Address City State Zip

_____ _____

Telephone Number Fax Number

_____ _____

Email Address Date

PROPOSAL CHECKLIST:

1. Return the ***entire*** packet – not just your response

2. Sign and Attach all addenda if any were issued

3. Sign and date all required forms

4. Include a copy of your certificate of insurance for your business and any other required certificates, permits, etc.

5. Seal the envelope and attach the label or print in the lower left corner of the outer envelope the proposal name and date due

6. Your (1) original and nine (9) required copies.

7. Anything else relative to this proposal.

Tentative Proposal Schedule:

1. The following projected timetable should be used as a working guide for planning purposes. The Library reserves the right to adjust this timetable as required during the course of this proposal process.

Action	Due Date	Due Time
RFP Released	**12/18/15**	**N/A**
Questions Due to Library	**12/30/15**	**4:00 Central Time**
Response from Library	**1/6/16/16**	**4:00 Central Time**
Proposals Due	**1/15/16**	**3:00 Central Time**
Anticipated Award Date	**2/3/16**	**N/A**

2. Questions will be answered in the form of written addenda and provided to all Offeror's, as per State of Illinois statutes. Submit questions regarding the proposal in writing to Carol Koos, 309-830-9382, or carolkoos12@gmail.com no later than 4:00 p.m. Central Time, on December 28, 2015.

END OF DOCUMENT