



KURTH MEMORIAL LIBRARY

OPEN UP YOUR WORLD

REQUEST FOR PROPOSALS

Library Collection Assessment Proposal

Due Date/Time: 5/2/2016 5:00 PM CST

Schedule of Events	Date
RFP Reposting Date	3/3/2016
Deadline for Questions	4/22/2016
Proposals Due to the Library	5/2/2016 5:00 PM CST
Contract Assignment	5/16/2016
Contract Completion	Within 90 Days of Contract Assignment

The Library reserves the right to modify this schedule at the Library's discretion. Notification of changes will be posted on the Library website or distributed via e-mail.

RFP Contact/Questions:

Lorraine Simoneau, Library Director
Kurth Memorial Library
706 S. Raguet Street
Lufkin, Texas 75904
Email: lsimoneau@cityoflufkin.com
Phone: 936-630-0557
Fax: 936-639-2487

Background and Purpose

The population of Lufkin in 2010 was 35,067 and the population of Angelina County was 86,771. Lufkin is the largest community between Houston and Tyler and serves a broad area with a daytime population estimated at more than 100,000.

In 2010 the Library Board of Trustees implemented an aggressive collection development plan to improve the content and age of the collection. As a result, the median age of the collection has risen from 31 years to 12 years. Library holdings have expanded from about 80,000 items to more than 110,000 items.

Kurth Memorial Library seeks proposals from qualified consultants to perform a Collection Assessment. The Collection Assessment will consist of a comprehensive assessment of the collection considering collection use, space allocation, industry trends, and comparable libraries. Consultant will use existing collection statistics and measurements to determine the adequacy and appropriateness of the collection.

Period of Performance

The completion of work for this project is expected to be no later than August 16, 2016.

Project Overview & Written Deliverables:

Perform an in-depth review of the current materials collection and make recommendations in the following areas:

- A. General Collection Assessment
 - a. With consideration of improvements made, perform a general assessment of collection and make recommendations.
 - b. Identify areas well represented, underrepresented and over-represented.
- B. Collection Size
 - a. Make collection size recommendations, based on best practices and comparison of libraries in similar size communities.
- C. Collection Budget
 - a. With consideration of current collection improvement initiative, provide budget recommendations based on best practices and comparison of libraries in similar size communities.
 - b. Provide budget recommendations and timeline for completion of collection updates in the following areas.
 - i. Adult NF
 - ii. Adult Fiction
 - iii. Juvenile NF
 - iv. E-Collections
 - c. Provide budget recommendations, based on best practices and comparison of libraries in similar size communities, for long term collection maintenance.
- D. Budget Allocation
 - a. Make budget allocation recommendations by collection area for long term collection maintenance:
 - i. Juvenile
 - ii. Adult
 - iii. Young Adult
 - iv. Print & E-Reference
 - v. E-Collections

Proposal Requirements:

In order to fully respond to this RFP, each proposal must include:

- A. A **cover letter** providing a description of the respondent, including the name and address of the vendor submitting the proposal, and the names, address, telephone number and email address of the person who will serve as the vendor's principal contact.
- B. An **executive summary** of the highlights of the proposal which should not exceed one page in length and which summarizes the benefits of the proposal.
- C. A **summary of qualifications** for the respondent which includes recent and relevant experience. Please include experience with similar work in public libraries over the last five years.
- D. A **list of key personnel** who would be associated with the proposal. For each person listed, include the relationship with the respondent, current job title and employment history with the respondent and the type and length of relevant experience.
- E. A **description of the process** to be used to meet the requirements of the RFP.
- F. A **work plan** that includes a description of the methodology, timeline, and estimate of the amount of time and cost for each component of the project. The timeline should demonstrate that the work will be completed within no more than **90 days** of the execution of a signed contract. Alternate timelines may be considered with appropriate rationale.
- G. **References** of a minimum of three previous clients in the area of collection assessment and permission to contact them. For each reference, include the company name, contact name, address and phone number, the type of work done, and the scope of the project.
- H. **Pricing**, including optional aspects of the proposal. Include all supplies, travel time, mileage and all other costs associated with the project.
- I. Any **optional alternates** for gathering data, including the rationale for need, the desired benefit, and a description of the proposed instrument.
- J. The complete and signed **Proposal Form** included at the end of this RFP.
- K. **Six complete hard copies** of the proposal and **one electronic copy**.
- L. **Taxpayer Identification Number and W-9**. The Consultant must execute and submit this form prior to the Contract execution date.

Note: A proposal missing any component may be disqualified or have points deducted in the evaluation process.

Rating Criteria:

Comparison of proposals is a subjective process requiring evaluation of multiple factors including price, accuracy, quality and completeness of the proposals, references, recommendations, and input from third parties. The following qualifications will be considered by the Library:

- A. The ability, capacity, and skill of the respondent to perform the contract or provide the service required.
- B. Whether the respondent can perform the contract or provide service promptly, or within the time specified, without delay or interference.
- C. The character, integrity, reputation, judgment, experience, and efficiency of the respondent.
- D. The quality of performance of previous contracts or services.
- E. The previous and existing compliance by the respondent with laws and ordinances relating to the contract or service.
- F. The sufficiency of the financial resources and ability of the respondent to perform the contract or provide the service.
- G. The respondent's record of experience in the field of endeavor, especially as it relates to the size and scope required in the proposals specifications.

Specific criteria that will be used when evaluating the proposals for the projects include:

- 30% - Previous successful experience with collection assessment for public libraries.
- 25% - Cost.
- 35% - Proposal quality, including completeness, organization, attention to the project description, and proposed work plan.
- 10% - Professional reference checks.

The contract will be awarded to the respondent determined by Kurth Memorial Library to be in the best interest of the Library, and who best meets or exceeds the Library's criteria. The Library reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the Library. The Library also reserves the right to reject the proposal of a respondent who has previously failed to satisfactorily perform, has not completed contracts on time, or is unable to perform the contract.

Request for Proposal Standards:

Cost of Preparation: Costs incurred in the preparation of a response to this Request for Proposal are the responsibility of the respondent and will not be reimbursed by Kurth Memorial Library (hereafter, “the Library”).

Indemnification: The respondent shall indemnify, hold harmless and defend the Library, its board members, officers, employees, and its agents from any and all claims, suits, actions, costs, and fees, including reasonable attorney’s fees, of every nature or description arising from, growing out of, or connected with the performance of this contract, or because of any act or omission, neglect, or misconduct of the respondent, its employees and agents, or its subcontractor(s). Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the Library, its board members, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions, or suits, brought against them. The respondent shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits.

Cancellation: The Library reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in the Library’s best interest. In no event shall the Library have any liability for the cancellation of award. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

Assignment: Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the respondent without the express written consent of the Library.

Collusion: A respondent submitting a proposal hereby certifies that no officer, agent, or employee of the Library has a pecuniary interest in this proposal and that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other respondent. The respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

Disputes: In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the Library shall be final and binding on all parties.

Clarification of Responses: The Library reserves the right to obtain clarification of any point in a respondent’s proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure to respond to such a request from the Library or its agent for additional information or clarification could result in rejection of that proposal.

Publicity: Any publicity referring to this project, whether in the form of press releases, brochures, photographic coverage, or verbal announcement, shall be only with the general or specific approval of the Library.

State and Federal Law Compliance: The successful respondent agrees to make payment promptly as due to all persons, co-partnerships, associations, or corporations supplying such respondent with labor, services or materials for the prosecution of the work provided for in the contract, and that said respondent will not permit any lien or claim to be filed or prosecuted against the Library on account of any labor or materials furnished. The successful respondent agrees further to comply with all federal and state laws, including the Fair Labor Standards Act, Prevailing Wage laws, and civil rights laws, where appropriate, and assumes all responsibility for fair and equitable hiring practices.

**Kurth Memorial Library
Proposal Form**

Request for Proposal: Collection Assessment Consulting Services

Proposal Due: **Monday, May 2, 2016 5:00 PM CST**

Deliver to: Lorraine Simoneau, Library Director
Kurth Memorial Library
706 S. Raguet Street
Lufkin, Texas 75904
lsimoneau@cityoflufkin.com
Fax: 936-639-2487

Please submit: Six complete hard copies of your proposal and
One complete electronic copy of your proposal

To be considered, all proposals must be signed, include all forms and worksheets, and be received prior to the due date and time.

Vendor Name:

Address:

Telephone: _____ **Fax:** _____

Principal Contact Name:

Principal Contact Email:

Total cost for Collection Assessment Project: _____ **\$**

The undersigned respondent, having examined the specifications and other documents, hereby agrees to supply the product as per the attached specifications and to provide the service or perform other work stipulated in, required by, and in accordance with the proposal documents attached for and in consideration of the proposed price, and certifies that it meets minimum bidder qualifications. The price quoted will remain firm for a minimum period 30 days following the opening of the proposal.

Authorized Representative Name:

Title:

Signature: _____ **Date:** _____