

**Request for Proposal:
Librarian Recruitment Services**

Issued by: Regina Public Library



Issue Date: April 27, 2021
Closing Date: May 18, 2021
Award Date: June 8, 2021

Intent

The primary intent of this Request for Proposal (RFP) is to select a search firm for the purpose of recruiting librarians with MLIS degrees from ALA accredited institutions. Where deemed appropriate by RPL, the selected firm may also support recruitment of other senior resources. All recruiting assignments may be offered when RPL's needs arise.

Background

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 team to ensure the effective, efficient, and coordinated delivery of services to the public throughout the system.

Scope of Required Services

This RFP is seeking a preferred firm to recruit librarians (with MLIS degrees from ALA accredited institutions) into various roles across the organization. RPL reserves the right to use the successful Proponent at its sole discretion for recruitment if and when the need to engage external services arises. This preferred arrangement for the recruitment of librarian positions will remain in effect for a three-year period, subject to acceptable performance. The preferred arrangement may be extended up to two additional years, subject to agreement of the parties.

RPL further reserves the right to engage the successful Proponent at its sole discretion for non-librarian recruitment of specialized leadership positions as may be required from time to time during the term of the agreement.

Submission Deadline

To receive consideration, responses to this RFP must be received no later than 2:00 p.m. Saskatchewan Time (CST), May 18, 2021.

Proposals must be in PDF format and directed to:

Paula Hesselink
Manager, Human Resources
Regina Public Library
(306) 777-6059
phesselink@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, May 18, 2021. Late proposals will not be considered.

A proposal may be amended or withdrawn at any time prior to the time and date set for the receipt of proposals.

Project contact

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 via email to Paula Hesselink, Manager, Human Resources at phesselink@reginalibrary.ca.

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

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. The letter should indicate contact name, title and telephone number of the individual who can provide any required clarifications with respect to your proposal.

2. Company Information and Profile

Please include:

1. Basic Company Information including: Name, address, telephone, and email
2. Key Contact
3. Website

4. Company's profile, with number of years in business
5. Summary information on the company's track-record and accomplishments in the past five years.
6. Information indicating the extent to which this company is protected for professional liability. Minimum coverage of \$5 million is required for comprehensive general liability. Regina Public Library shall be included as an insured party.

3. Detailed Proposal

Proponents must provide detailed information which clearly demonstrates the Proponent's and the proposed team's qualifications, experience, and resources available to deliver exceptional results. Proponents must demonstrate that they have capacity to successfully fulfill recruitment of multiple librarian positions, including librarian management 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 recent 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

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 milestones and responsibilities for each phase of a search, 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 position must be approved by RPL.

Proposals must identify the Proponents' understanding of the market for qualified librarians for the public library sector and identify their approach to solicit such candidates.

5. Guarantees of Service

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 identified and made clear.

6. References

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 three (3) years, including the name and address of the organization, and the name, title, and phone number of the contact person. Describe as clearly as possible how the services provided to these references are like the services proposed for RPL. References should include at least one public library client.

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

1. Provide a proposed cost structure for recruitment services, and other services as may be appropriate. Detail how payments by RPL are triggered and when.
2. List all taxes separately.
3. Identify and provide an estimate for any ancillary costs such as testing or screening services, travel, or accommodations costs.

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

Evaluation of Submissions

All proposals must follow the submission requirements stated in this RFP. RPL will evaluate the proposals and will select the proposal that best meets the interests of RPL based on RPL's determination of the best scoring and most advantageous proposal, presentation, and completed reference checks. RPL will be the sole judge of its own best interests, the proposal, and the resulting contract. RPL's decision is final.

1. The decision to request demonstrations, clarifications, or to request interviews/presentations is at RPL’s discretion. The intent of the interviews/presentations, if held, will be to allow the selection committee an opportunity to clarify any questions resulting from an initial evaluation. No new information may be brought forward by the Proponent. Proponents are advised not to prepare their proposal submission in anticipation they will be granted an interview or presentation. Please respond fully to the RFP at the time of proposal submission.
2. Proposal evaluation results are the property of RPL. RPL does not intend to disclose the evaluation results before, during, or after the RFP process.
3. The selection committee will consist of representatives from RPL. Submissions will be evaluated based on the following criteria and point system:

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

General Information and Requirements

1. **Incurred Costs**
RPL will not be liable in any way for costs incurred by Proponents in replying to this RFP.
2. **Innovative Proposals**
Proponents are required to base their proposal submission, and all pricing contained therein, on the requirements set out in this RFP. Notwithstanding these requirements, Proponents are encouraged to provide innovative ideas and suggestions which they feel will improve upon the requirements set out in this document.
3. **Reservations**
RPL reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Seek clarification from Proponents who respond to this RFP;
- Verify the validity of the information supplied in any proposal;
- Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received, after discussion with the Proponent;
- Negotiate with the Proponent(s) responding to this RFP, consistent with the objectives stated;
- Cancel this RFP at any time for any or no reason. If cancelled, RPL is not responsible for any costs incurred by the Proponents; and,
- Accept the proposal that appears to be in the best interest of RPL.

4. Proposal Property

Once opened, proposals and accompanying documentation become the property of RPL and will not be returned.

5. Collusion

Proposals will be made without any connection, comparison of figures, or arrangements with or knowledge of any other person or persons making a proposal under this RFP and will be in all respects fair and without collusion or fraud.

6. Proposal Acceptance Period

By submitting a proposal, each Proponent agrees that their proposal may be subject to acceptance by RPL any time prior to ninety (90) days after the due date for submitting proposals.

7. Public Announcements

Proponents must not make public announcements or issue a news release regarding this RFP or any subsequent award of contract without the prior written approval of RPL.

8. Conflict of Interest

Each Proponent must make full disclosure of any relationship with any employee of RPL who makes recommendations concerning the selection of a successful proposal or any employee who may allot work to or order supplies from the successful Proponent.

9. Proposal Prices

All prices proposed must be in Canadian currency. If not stated otherwise, RPL will assume prices quoted are in Canadian funds. The prices proposed will include all costs associated with providing the service.

Whenever the amount proposed for an item in the proposal does not agree with the extension of the estimated quantity and the proposed unit price, the unit price will govern, and the extended amount proposed for that item will be corrected accordingly.

10. Execution of Formal Contract

The successful Proponent will enter into a formal, written agreement(s) with RPL in such form as may be acceptable to RPL, in its sole discretion.

RPL and the successful Proponent agree to incorporate the salient description and elements from this RFP and the Proponent's proposal that identify how the Proponent will provide the requested services in accordance with the terms of this RFP. In the event of any inconsistency between the accepted proposal, the RFP, and the Contract, the latter will supersede the former.

The successful Proponent will endeavor, in good faith and in a timely manner, to finalize and execute the agreement(s) without delay.

If RPL and the successful Proponent are unable to successfully negotiate an agreement(s), RPL reserves the right, in its sole discretion, to disqualify the Proponent and to commence negotiations with the next highest ranked Proponent who provided a compliant response to this RFP. All Proponents acknowledge and agree that RPL is not obligated to enter into any agreement or to retain the successful Proponent for the services outlined in this RFP, unless in the sole discretion of RPL, a satisfactory agreement or agreements can be reached.

11. Termination of Contract for Unacceptable Performance

Should a Proponent's performance be deemed unacceptable, RPL reserves the right to cancel any agreement(s) or contract(s) executed under this proposal with thirty (30) days' notice. RPL may then award the contract to the next highest scoring Proponent based on the evaluation of responses received from this RFP.

12. Permits, Licenses

The Proponent and any sub-contractors used by the Proponent are responsible for obtaining and paying for all necessary permits and licenses required for the performance of the services and acquisition of the materials.

13. Applicable Laws

The Proponent is responsible for adhering to all applicable laws in performing the services.

14. Confidentiality

RPL anticipates the Proponents may wish to treat certain elements of their submissions as confidential or proprietary. Proponents are advised, however, 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. Further, the contract entered into by the successful Proponent will, by law, be available for inspection by members of the public.

15. Governing Law

This RFP process will be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

16. RPL Policies and Procedures

The successful Proponent will ensure its employees follow RPL policies and procedures when on site including Respectful Workplace, Confidentiality, and Harassment Free Workplace.

17. Terms and Conditions

Any terms and conditions proposed by the Proponent inconsistent with, or in addition to, this RFP or the schedules and appendices attached will be void and have no effect. All terms and conditions of this RFP are deemed to be accepted by the Proponent and incorporated by reference in their proposal, except for those that are expressly challenged by the Proponent in their proposal.