



**Request for Proposals:
ARCHITECTURAL and DESIGN SERVICES STANDING OFFER
AGREEMENT**

Issued by: Regina Public Library

Competition: RPL-2024-03

Issue Date:	April 1, 2024
Closing Date:	April 15, 2024
Decision Date:	May 17, 2024
Contract Start:	July 1, 2024

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PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Respondents

This Request for Proposals (RFP) is an invitation by the Regina Public Library (the Library) to enter into a contract for comprehensive supply of Architectural and Design Services.

Regina Public Library ("RPL") invites qualified and experienced Proponents to submit a Proposal for the supply of Architecture and Design services (the "Services") on a Standing Offer basis for project work as may be required by RPL from time to time for a term of three (3) years plus extensions with the option for RPL to extend up to two additional times for a period of two (1) years per extension.

1.2 Background Information

The Library is a community gathering place where community services, spaces and technologies are brought together to inspire everyone to discover, learn and connect. The programs, services and supports we provide help to build a strong community: one that values knowledge and understanding, and respects and upholds diversity.

The library of today offers a positive, dynamic meeting place in which people can interact and share ideas. It's about learning, seeking knowledge and exchanging information. We assess priorities and provide resources to support the things deemed most important by our customers and citizens.

The Library has operations in nine locations, including the Central Library building and eight branches in a mix of owned, leased, and partner premises.

1.3 RFP Contact

For the purposes of this procurement process, the RFP Contact will be:

Brian Klenk

(306) 777-6052

bklenk@reginalibrary.ca

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Library, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent's proposal.

1.4 Type of Contract for Required Services

The successful respondent will be requested to enter a contract for the provision of the required services.

The term of this contract will begin July 1, 2024 and will remain in effect for 3 years, with the possibility of up to two extensions of one year each.

1.5 RFP Timetable

The following RFP timetable is based on the best available information and will govern the process unless amended by the Library.

Issue Date of RFP	April 1, 2024
Mandatory Site Visit	N/A
Closing Date/Submission Deadline	April 15, 2024 2:00 pm CST
Decision Date	May 17, 2024
Contract Start Date	July 1, 2024

The RFP timetable is tentative only and may be changed by the Library at any time.

1.6 Submission of Proposals

1.6.1 Proposals to be Submitted at Prescribed Location

Brian Klenk
(306) 777-6052
bklenk@reginalibrary.ca

1.6.2 Proposals to be Submitted on Time

Proposals must be received on or before the Submission Deadline set out in the RFP Timetable.

Sending large documents via email may take significant time, depending on the file size and internet connection speed. It is strongly recommended that respondents allow sufficient time of at least one (1) hour before the Submission Deadline to send documents.

1.6.3 Proposals to be Submitted in Prescribed Format

Respondents should submit one (1) electronic copy. Proposals should be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the respondent.

1.6.4 Amendment of Proposals

Respondents may amend their proposals prior to the submission deadline by submitting the amendment via an email prominently marked with the RFP title and number and the full legal name and return address of the respondent to the location set out above. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

1.6.5 Withdrawal of Proposals

At any time throughout the RFP process, until the execution of a written agreement for provision of the required services, a respondent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be emailed to the RFP Contact and must be signed by an authorized representative of the respondent. The Library is under no obligation to return withdrawn proposals.

[End of Part 1]

PART 2 - TERMS AND CONDITIONS OF THE RFP PROCESS

2.1 General Information and Instructions

2.2 Respondents to Follow Instructions

Respondents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

2.2.1 Responses in English

All responses are to be in English only.

2.2.2 No Incorporation by Reference

The entire content of the respondent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the respondent's proposal but not attached will not be considered to form part of its proposal.

2.2.3 References and Past Performance

In the evaluation process, the Library may include information provided by the respondent's references and may also consider the respondent's past performance or conduct on previous contracts with the Library or other institutions.

2.2.4 Information in RFP Only an Estimate

The Library and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

2.2.5 Respondents to Bear Their Own Costs

The respondent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

2.2.6 Proposal to be Retained by the Library

The Library will not return the proposal or any accompanying documentation submitted by a respondent.

2.3 Communication after Issuance of RFP

2.3.1 Respondents to Review RFP

Respondents should promptly examine all the documents comprising this RFP and may direct questions or seek additional information in writing by email to the RFP Contact on or

before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The Library is under no obligation to provide additional information, and the Library is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the respondent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Library is not responsible for any misunderstanding on the part of the respondent concerning this RFP or its process.

2.3.2 All New Information to Respondents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Library, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all respondents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Respondents are responsible for obtaining all addenda issued by the Library.

2.3.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Library determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Library may extend the Submission Deadline for a reasonable period of time.

2.3.4 Verify, Clarify and Supplement

When evaluating proposals, the Library may request further information from the respondent or third parties to verify, clarify or supplement the information provided in the respondent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in this RFP. The Library may revisit, re-evaluate and rescore the respondent's response or ranking based on any such information.

2.4 Notification and Debriefing

2.4.1 Notification to Other Respondents

Once an agreement is executed by the Library and any selected respondents, the other respondents will be notified directly by email.

2.4.2 Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within 14 days of such notification.

2.5 Conflict of Interest and Prohibited Conduct

2.5.1 Conflict of Interest

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - (i) having, or having access to, confidential information of the Library in the preparation of its proposal that is not available to other respondents;
 - (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or
 - (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the respondent’s other commitments, relationships, or financial interests
 - (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or
 - (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Respondents must:

- (a) avoid any Conflict of Interest in relation to the RFP;
- (b) immediately disclose to the Library any actual or potential Conflict of Interest that arises during the RFP process; and
- (c) comply with any requirements prescribed by the Library to resolve any Conflict of Interest.

If a respondent considers that a particular circumstance, situation, relationship or association does not create a Conflict of Interest and will not create a perception of Conflict of Interest, but is concerned that the Library could arrive at a different conclusion, the respondent should fully disclose the circumstances to the Library at the earliest possible date, and request that the Library provide an advance interpretation as to whether it creates a Conflict of Interest or a perception of Conflict of Interest. The Library will provide confidential responses to such inquiries.

2.5.2 Ineligible Persons

The following individuals are not eligible to participate, either directly or indirectly, as a respondent or as a respondent's team member or subcontractor (the "Ineligible Persons"):

- (a) any individual that is currently employed by the Library or that was formerly employed by the Library any time within 12 months preceding the Submission Deadline; or
- (b) any member of the Library's Board of Directors.

Respondents must disclose if any of their proposed or intended team members or subcontractors are associated with any Ineligible Person. The Library may, in its sole discretion determine that the association constitutes a potential or perceived Conflict of Interest and the Library may, in its sole discretion:

- (a) prohibit the participation of the associated entity; or
- (b) disqualify the respondent in accordance with section 3.4.2 below; or,
- (c) prescribe requirements to resolve the Conflict of Interest and allow the participation of the associated entity.

2.5.3 Disqualification for Conflict of Interest

The Library may disqualify a respondent where any conduct, circumstance, situation, relationship or association is determined by the Library, in its sole and absolute discretion, to constitute a Conflict of Interest and:

- (a) the respondent has failed to disclose the Conflict of Interest;
- (b) the respondent or any of its team members or subcontractors fails to comply with any requirements prescribed by the Library to resolve a Conflict of Interest; or
- (c) the Library determines, in its sole discretion, that the Conflict-of-Interest issue cannot be resolved.

2.5.4 Disqualification for Prohibited Conduct

The Library may disqualify a respondent, rescind notice of selection, or terminate a contract subsequently entered into if the Library determines that the respondent has engaged in any conduct prohibited by this RFP.

2.5.5 Prohibited Respondent Communications

Respondents must not engage in any communications that could constitute a Conflict of Interest.

2.5.6 Respondent Not to Communicate with Media

Respondents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

2.5.7 No Lobbying

Respondents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful respondent(s).

2.5.8 Illegal or Unethical Conduct

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, appointed officials or other representatives of the Library; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

2.5.9 Past Performance or Past Conduct

The Library may prohibit a respondent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the respondent to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Library, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

2.6 Confidential Information

2.6.1 Confidential Information of the Library

All information provided by or obtained from the Library in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) is the sole property of the Library and must be treated as confidential,
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables,
- (c) must not be disclosed without prior written authorization from the Library, and
- (d) must be returned by the respondent to the Library immediately upon the request of the Library.

2.6.2 Confidential Information of Respondent

A respondent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Library. The confidentiality of such information will be maintained by the Library, except as otherwise required by law or by order of a court or tribunal. The Library is subject to *The Local Authority Freedom of Information and Protection of Privacy Act*.

2.7 Procurement Process Non-Binding

2.7.1 No Contract and No Claims

This procurement process is not intended to create and will not create a formal, legally binding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract based tendering law duties or any other legal obligations arising out of any process contract, or collateral contract; and
- (b) neither the respondent nor the Library will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract, or failure to honour a proposal submitted in response to this RFP.

2.7.2 No Contract until Execution of Written Agreement

This RFP process is intended to solicit non-binding proposals for consideration by the Library and may result in an invitation by the Library to a respondent to enter into a contractual agreement. No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and the Library by this RFP process until the execution of a written agreement for the acquisition of such goods and/or services.

2.7.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the respondents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Library to enter into an agreement for the services.

2.7.4 Cancellation

The Library may cancel or amend the RFP process without liability at any time.

2.8 Governing Law and Interpretation

These Terms and Conditions of the RFP Process:

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and must not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Saskatchewan and the federal laws of Canada applicable therein.

[End of Part 2]

PART 3 - SCOPE OF REQUIRED SERVICES

3.1 Scope of Required Services

The Services may vary from small to medium-scale projects at various facilities within the library system and will apply to building exteriors, interiors, and grounds as well as building systems and infrastructure.

The scope of Services is architecture and design services including but not limited to the following:

Project Services, including:

- Pre-design
- Schematic design
- Design development
- Construction documents
- Bidding management
- Construction administration and quality assurance

Support Services, including:

- Concept development for potential changes
- Project planning and budget development
- Consultations with staff, customers, and the public
- Engagement of specialized consultants (e.g. electrical, structural, mechanical)
- Facility and system condition reviews
- Code reviews
- People movement/flow reviews and workflow design
- Interior design, decorating, furniture, and shelving selection
- Landscape review, design and updates

The Regina Public Library is currently developing a Service Points Master Plan with final plan expected June 1, 2024, as well as having recently completed a Facility Condition Assessment Report for 7 of our 9 locations. Both initiatives will have an impact on the projects which will fall under scope of this RFP.

PART 4 - SUBMISSION REQUIREMENTS & EVALUATION CRITERIA

4.1 Submission Requirements

Respondents must follow the proposal structure outlined below. Failure to comply with these requirements may result in a rejected proposal.

4.1.1 Letter of Transmittal

Provide a Letter of Transmittal, or covering letter, dated, and signed by a person authorized to negotiate and make commitments on behalf of the Respondent. The letter should indicate contact name, title, and telephone number of the individual who can provide any required clarifications with respect to your proposal.

4.1.2 Company Information and Profile

Please include:

1. Corporate information, including:
 - a. legal name
 - b. address
 - c. telephone
 - d. website
2. Company description, including number of years in business, number of employees, locations, and any other information that may be deemed appropriate to your proposal.
3. Description of Regina presence (i.e., location of local office, number of employees, etc.) and description of approach to serving customers in Regina.
4. Brief summary of the company's track-record and accomplishments in the past five years.
5. Brief description and any documentation available to show the company's environmental certifications, policies, and practices.
6. Insurance information, including:
 - a. The extent to which this company is protected for professional liability.
 - b. Confirmation of having minimum coverage of \$5 million for comprehensive general liability.
 - c. Confirmation that Regina Public Library Board and any shared locations that library branches operate from shall be included as an insured party under above insurance upon signing any contract resulting from this RFP,
 - d. Confirmation that a Letter of Good Standing from the Saskatchewan WCB will be provided upon signing any contract resulting from this RFP.

4.1.3 Service Approach

4.1.3.1 Customer Service

Provide a brief description of your approach to customer service and communication with contracted clients and non-contracted clients.

4.1.3.2 Project Management

Provide a description of your approach to managing a large, varied order with multiple materials, dimensions, locations, and deadlines.

4.1.3.3 Advice

Demonstrate your ability to advise clients with an example from past work for each of the following scenarios:

1. Signage best practices, such as recommended materials, colour matching, installation method.
2. Finding innovative solutions to new challenges, such as installation constraints, design requirements, budget constraints, or problematic space configurations in the installation area.

4.1.4 Industry Experience

Demonstrate your experience with related organizations and projects.

1. Recent, formal professional development and/or experience specifically related to library functional and/or facility design.
2. Assurance of ability to apply relevant knowledge and experience to RPL projects.
3. Demonstrated experience providing services in a standing offer agreement.
4. Demonstrated innovation in services like those described herein.
5. Other relevant factors RPL may consider appropriate to its evaluation.

4.1.5 Cost and Value for Service

Please provide:

- a per-hour cost for contractor work for the three years of the contract and the additional two one-year options, including any special consideration related to the Library's not-for-profit status;
- an overview of your fee guidelines and structure, including service rates per the example below; and
- a sample work estimate and invoice.

Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for applicable sales taxes, which should be itemized separately.

Rates quoted by the respondent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

Please provide an estimate for each of the four pricing examples in Appendix A. Identify the pricing approach for each individual example, including (as necessary): unit cost, design/layout cost, installation costs, administration costs, and taxes, along with a total.

4.1.6 References/Past Performance References

Provide three (3) corporate client references for whom recent or current services similar in type, scope, and magnitude as that to be undertaken on behalf of the Library.

Please include the references' company/organization name, locations, and contact details for the key contacts, including names, titles, addresses, email addresses, and telephone numbers.

The Library reserves the right to check the references of any, and all, Respondents at any time during the evaluation process at the Library's discretion. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee in assessing a respondent's capability to provide the deliverables as outlined in this RFP.

The Library may use its own experience with the Respondent through previous interactions, contracts, or related projects to assess the Respondent's past performance.

The Library reserves the right to disqualify any Respondent, whose references, in the opinion of the selection committee are found to be unsatisfactory.

References will not be scored in the evaluation. However, references may influence scoring in other sections of the evaluation.

4.2 Evaluation

Proposals must meet the Library's response requirements and the terms and conditions stated in this RFP. The Library will evaluate the proposals and will select the proposal that best meets the interests of the Library based on the Library's determination of the best scoring and most advantageous proposal, interview, and completed reference checks. The

Library will be the sole judge of its own best interests, the proposal, and the resulting contract. The Library's decision is final.

The Selection Committee will consist of representatives of Library Administration. The Library does not intend to disclose the evaluation results before, during, or after the RFP.

Proposals will be evaluated based on the following criteria. Weighting is shown as a percentage of 100:

4.2.1 Rated Criteria

Criteria	Points
Company Information and Profile Size and location of firm, years in business, number, and composition of staff. Corporate reputation and service history. Ability to satisfy requirements of the Services – capability and capacity. Qualifications of staff. Demonstrated approach to engage additional, qualified, and experienced resources when required. Management/administrative abilities in delivering projects within established timelines, budget, and quality benchmarks. Other relevant factors RPL may consider appropriate to its evaluation.	20
Service Approach Demonstrated understanding of the scope of services. Approach to develop effective working relationships with key RPL staff. Approach to ensure consistency of services and deliverables across all RPL locations through multiple projects. Approach to spur innovation and seek cost effective ways to meet design objectives. Approach to customer, stakeholder and public consultation processes. Approach to proactively involve requisite authorities (e.g. City planning department, Fire Marshall/Inspector, etc.) in the planning and design process. Proposed process and steps to be taken through all phases of each project. Universal design strategy. Sustainable design strategy. Experience with an Integrated Design process. Proven ability to control project schedules and budgets. Proven ability to control quality during construction. Other relevant factors RPL may consider appropriate to its evaluation.	30

Criteria	Points
Industry Experience Recent, formal professional development and/or experience specifically related to library functional and/or facility design. Assurance of ability to apply relevant knowledge and experience to RPL projects. Demonstrated experience providing services in a standing offer agreement. Demonstrated innovation in services like those described herein. Other relevant factors RPL may consider appropriate to its evaluation.	30
Cost and Value for Service Proposed approach to costing projects of small to medium size (assume projects of medium to larger size will be in accordance with the fees recognized by the Saskatchewan Association of Architects. Hourly rates for different levels/types/roles of in-house staff. Proposed approach and costs for administering 3 rd party resources.	15
Quality of Proposal Compliance with the RFP. Completeness and clarity of the Proposal. Innovation in approach/ideas to address the Services and/or objectives of RPL.	5
Total	100

4.2.2 Interviews

The decision to request demonstrations, clarifications, or interviews is at the Library's discretion. The intent of the interviews, if held, will be to allow the selection committee an opportunity to clarify any questions resulting from an initial evaluation. Respondents are advised not to prepare their proposal submission in anticipation that they will be granted an interview. Please respond fully to the RFP at the time of proposal submission.

4.2.3 Award

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.
2. The Library reserves the right to award the contract in whole or in part, to one or more respondents based on their submissions, or to reject all submissions.