

REQUEST FOR PROPOSALS FOR
EXECUTIVE RECRUITING SERVICES FOR LIBRARY DIRECTOR

DUE DATE: APRIL 7, 2017 AT 4:30PM CST

PROPOSALS MUST BE SUBMITTED TO:

**WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES COMMITTEE
321 WISCONSIN AVENUE
WAUKESHA, WI 53186**

PROPOSALS WILL NOT BE ACCEPTED AFTER DATE AND TIME INDICATED ABOVE

NO EXCEPTIONS

FAXED PROPOSALS ARE NOT ACCEPTABLE

REQUEST FOR PROPOSALS (RFP)

EXECUTIVE SEARCH FIRM

The Waukesha Public Library (WPL) Board of Trustees invites qualified executive search firms and consultants to submit a written proposal to conduct an executive recruitment campaign for the position of Executive Library Director. This is an excellent opportunity for an experienced, skilled administrator to apply to oversee the operations of the Waukesha Public Library.

Proposals are being solicited for these services in accordance with the terms, conditions and instructions as set forth in the request for proposal. There is no expressed or implied obligation of the Waukesha Public Library to reimburse responding firms for any expenses incurred in preparing proposals in response to this request or for attending any meetings or conferences.

The final award will be based on a best value concept: The Library Board of Trustees shall consider the entire proposal for, but not limited to, proposal completeness, ability to meet requested service needs, experience in conducting executive search and recruitment, expertise and availability of key personnel, cost to the Waukesha Public Library, and satisfaction of other clients.

A. ELIGIBILITY

The executive search firm should specialize in recruitment for executive and senior-level management positions in public library service institutions. To be eligible for consideration, the proposing firm must demonstrate that it, or the principal(s) assigned to the project, has successfully completed similar services to those specified in the Scope of Work section of this RFP, with institutions similar in size and complexity to WPL.

The successful proposer will work directly with the Waukesha Public Library Board of Trustees, Board of Trustees Human Resources Committee, and all other associates for all activities involved with this project. The successful proposer may be responsible for the following activities including, but not limited to: assisting with the development of the position description/profile, testing and screening applicants, development of the search strategy, marketing, advertising and announcements, candidate assessment, conducting candidate interviews, providing report(s) of candidate assessment, and recommending the most qualified candidates for interview opportunities with the Library Board of Trustees.

For consideration, proposals must contain evidence of the proposer's experience and abilities in the specified area and other disciplines directly related to the proposed services. All proposers shall provide profiles and resumes of the staff to be assigned to the project.

Proposals will be evaluated by the Waukesha Public Library Human Resources Committee and will be ranked in accordance with the following criteria:

- Completeness and quality of response
- Ability to meet requested service needs
- Experience with library executive recruiting
- Expertise and availability of key personnel
- Total cost to library
- Satisfaction of other clients

B. BACKGROUND

The City of Waukesha is a diverse community located 18 miles west of Milwaukee, Wisconsin. Home to Carroll University and UW-Wisconsin Waukesha, the City offers an award-winning Library, a vibrant downtown art community, a beautiful parks system, and many unique restaurants. In 2012, *Money* magazine ranked Waukesha one of the "100 Best Places to Live," in the United States.

The Waukesha Public Library is a tax-supported municipal public library dedicated to supporting a vision of being the community's best source for inspiration, ideas, and information.

To accomplish this mission, the Library is actively engaged in delivering public library services to the citizens of the greater Waukesha community.

The Library is a 71,566-square foot facility located at 321 Wisconsin Avenue, Waukesha, WI 53186.

The Library has a service population of 92,560, with a 2017 operating budget of \$3.946 million and a staff of 27 full-time and 42 part-time employees.

C. SCOPE OF WORK

The executive search firm shall set meetings with the Library's Human Resources Committee and other stakeholders upon execution of a contract with the Library Board of Trustees. The firm will:

- a. Review and/or suggest updates to the existing job description
- b. Develop a candidate profile
- c. Develop a recruitment strategy including recommending an appropriate advertisement to the Human Resources Committee
- d. Carry out recruitment process
- e. Screen all applications and create a recommended candidate list
- f. Design and finalize the interview process, prepare interview questions for the committee's consideration, suggest panel make-up, and other associated tasks.
- g. Carry out interview process
- h. Perform appropriate background and reference checks
- i. Negotiate offer for hire with candidate(s) upon request by the Library Board of Trustees

The Library Board of Trustees Human Resources Committee will have complete authority over the interview process and the development of the interview questions. All candidate applications will be made available to this committee prior to the finalization of a candidate list

The search firm will be responsible for:

- a. Posting the position through local, regional and national channels, journals and publications.
- b. Receiving and reviewing resumes of applicants, determining that the candidates meet minimum qualifications, and following up with telephone interviews to clarify each applicant's qualifications and experience.
- c. Preparing and presenting to the Library Board of Trustees Human Resources Committee a written summary of at least 8 candidates with the most promising qualifications and experience.
- d. Assisting the Library's Human Resources Committee in evaluating these candidates and further identifying the top 4-6 candidates for serious consideration and interviews.
- e. Conducting in-depth reference checks with individuals to evaluate candidates' past job performance, criminal history, financial background, and any other pertinent factors.

- f. Ascertain the strengths and personal dimensions of each candidate and report to the Library Board of Trustees Human Resources Committee.
- g. Advise the Library Board of Trustees Human Resources Committee of any other areas, services, or important steps to take that are not listed above.

The search firm will:

- a. Coordinate the candidates' schedule and participation in the interviews.
- b. Debrief the interview committee following each candidate interview and identify additional candidates if necessary.
- c. Verify selected candidate's educational background, employment record, and any other information identified in the strategy process.
- d. Notify applicants not selected
- e. Assist the Library's Human Resources Committee with compensation negotiations.

D. TERMS AND CONDITIONS

- a. The Library Board intends to select one firm to provide this service but reserves the right to reject any or all proposals without explanation.
- b. If the selected firm does not execute a written signed agreement with the Library Board within a reasonable amount of time, the Library Board reserves the right to enter into an agreement with the next most qualified firm.
- c. The Library Board reserves the right to request clarification of information submitted and investigate the ability of the executive search firm to meet the required needs.
- d. The Library Board reserves the right to waive all requirements for this proposal.

E. SCHEDULE

Search firm proposals received: **no later than 4:30pm CST on April 7, 2017**

Committee reviews and recommends finalists: **no later than 5:00pm CST April 14, 2017**

Interviews conducted with finalists: **April 17 to April 19, 2017**

Board approves executive search firm: **April 20, 2017**

Contract awarded: **April 25, 2017**

F. FORMAT AND CONTENTS OF PROPOSAL

The information in this section will be included with the proposal:

- a. **Cover letter:** Transmittal letter should reflect the RFP subject, name of firm, address, contact person with all applicable contact information, and date of preparation.
- b. **Qualifications:** describe the background, experience and capabilities of your firm as it relates to the Scope of Work outlined above. Highlight any successful placements in other large public libraries during the last five years.
- c. **Scope of Services:** Provide a scope of services and a proposed outline of tasks, products and schedules. Also, identify the extent of Library personnel involvement deemed necessary, including key decision points at each stage of the project. Major proposed deviations from the desired scope of services outlined above should be clearly noted and justified.
- d. **Cost:** Provide cost proposal for scope of services including fixed costs, fees, expenses (including anticipated advertising expenses), reimbursable costs, and any other anticipated costs.

- e. **Consulting staff:** Provide the name, title, background and experience of the primary consultant for this project. Identify all staff who would be assigned to work directly or indirectly on this search and throughout the project
- f. **Subcontractors:** Proposers shall identify all subcontractors they intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate 1. What products and/or services are to be supplied by that subcontractor and; 2. What percentage of the overall scope of work that subcontractor will perform.
- g. **Insurance:** List all relevant insurance policies and coverage amounts carried by the firm. The selected proposer will be required to submit evidence of and comply with all insurance requirements deemed necessary by the Library Board.
- h. **References:** Provide a list of at least three clients the firm has contracted with in the past two years who can verify your firm's ability to provide the scope of services requested. Provide name, title and complete contact information for each reference. Provide a list of current clients who are receiving services like those requested in this RFP with a brief description of the work.
- i. **Performance Guarantee:** If your firm offers a performance guarantee, describe the terms and conditions under which the guarantee applies.
- j. **Additional Services:** Provide evidence of capability to facilitate a strategic planning process. Capability to perform this additional service at a future date will be considered during the executive search firm selection process. The selected firm is welcome to outline additional services or alternative approaches that it feels are in the best interest of the Waukesha Public Library.

G. PROPOSAL SUBMISSION

Deadline for submission is April 7, 2017 at 4:30pm CST

Please submit an original and 5 copies of your proposal to:

Waukesha Public Library
Human Resources Committee
321 Wisconsin Avenue
Waukesha, WI 53186

Proposals should be limited to 25 pages and be prepared simply and economically, with an emphasis on completeness and clarity of content. Proposals should not contain staples or bindings that impede easy photocopying of materials.

Proposals may be e-mailed to: jquinlan@waukesha.lib.wi.us

The selected consultant will be notified on or before April 25, 2017.

Notice

Confidentiality of Proposals, Contracts, and Supporting Materials

Be aware that Wisconsin's Open Records law requires that all records kept by the City be available for inspection by the public, with only very limited exceptions. "Records" include bids, proposals, supporting materials such as plans and specifications, contracts, and all other documents submitted in response to the City's Requests for Proposals.

Please remember that the materials you submit in response to the City's RFP will be public record, and after a contract is awarded they will be available to the public, including competing bidders. **Marking them "confidential" will have no effect.** If you must submit materials that you feel are trade secrets and cannot be disclosed, then you must get the City Attorney's written approval of the materials as confidential before submission. Approval will be granted only if the materials qualify as trade secrets as defined in Wis. Stats. §134.90(1)(c).