

**REQUEST FOR PROPOSAL FOR EXECUTIVE RECRUITING
SERVICES**

WAUKEGAN PUBLIC LIBRARY



**WAUKEGAN PUBLIC LIBRARY
128 N. COUNTY STREET
WAUKEGAN, IL 60085**

DUE DATE: JANUARY 31st, 2022

I. Request for Proposal for Advertisement, Recruitment and Selection Services

The Board of Trustees (the "Board") of the Waukegan Public Library ("WPL") invites qualified executive search firms/consultants (hereinafter referred to as a "Firm") to submit a written proposal to conduct an executive recruitment campaign for the position of a full-time Executive Director. The Board seeks to engage a Firm to conduct the search for an Executive Director. This will be a joint effort between the selected Firm, and the Board (and its Executive Director Search Committee) to develop and execute a recruitment campaign. Empowered by Illinois statute, the Board may hire, and fix the compensation for, an Executive Director. For the Executive Director Role, the WPL seeks an experienced and skilled administrator to oversee its operations, including being responsible for managing a budget of approximately \$4.6 million, and with a current staff of 50. Proposals are being solicited for these services in accordance with the terms, conditions, and instructions as set forth in this Request For Proposal ("RFP"). There shall be no expressed or implied obligation of the WPL to reimburse responding firms for any expenses incurred in preparing proposals in response to this RFP or for attending any meetings relative to the Firm selection process. The Board intends to recommend one firm to provide this service, but reserves the right to reject any or all proposals without explanation.

II. Library Background

a. *Vision - A community that is always learning and discovering*

Adopted by the Board of Trustees in 2014, the Library's vision is for a community that recognizes the importance of learning and is invested in its success. To foster this kind of environment, the Library is committed to maintaining active community engagement to ensure that our classes, programming, collection, Library services, and exhibits are continuously reevaluated to ensure that it is relevant to the community's literacy, learning, and discovery needs. Additionally, the Library will work to help patrons recognize the ways in which literacy is essential to their lives, as well as to broaden horizons and provide unique, enriching experiences.

b. *Mission - To provide the path to empower and support learning and discovery*

Adopted by the Board of Trustees in 2014, the Library's mission statement encompasses the ways the Library plans to work towards its vision: by delivering creative, innovative, and relevant classes, programming, and Library services to support and enrich the community.

c. *Library and City*

Waukegan is the county seat of Lake County, Illinois. It boasts a population of about 90,000 people. Located along the shores of Lake Michigan, it is about an hour south of Milwaukee and an hour north of Chicago.

A nine (9) member Board of Trustees is appointed by the mayor with approval of the city council, and operates independently with the powers enumerated within the Illinois Local Library Act.

III. General Instructions and Conditions

- a. All Proposals shall follow the format described herein, using the same numbering or section identifications.
- b. The Board of Trustees reserves the right to accept or reject any or all of the proposals.
- c. Subsequent to the receipt of proposals, the WPL, its Board, or other authorized agent may require the Firm to make oral presentations, and/or respond to questions posed to it.
- d. All proposals made in response to this RFP shall be irrevocable for ninety (90) days after the due date for proposals, and may not be withdrawn during this period. After ninety (90) days a Firm may withdraw at Firm's written request, if the firm's proposal has not been selected prior to the receipt of the written request to withdraw. All proposals become the property of the WPL once submitted.
- e. The Contents of the Proposal, and this RFP, will become contractual upon incorporation into the final contract documents.
- f. Any restrictions on the use of information contained within a Proposal shall be clearly stated as such within the Proposal. WPL may only be able to comply with a request for confidentiality to the extent allowed by State of Illinois law, including but not limited to the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.).
- g. The Selected Firm shall commit sufficient resources to complete the project in the time frame indicated in the Proposal. Failure to meet the timelines or time frames set by the Proposal shall be grounds for reduction in fees granted to the Firm, however the WPL reserves the right to further negotiate a timeline and completion date with the selected Firm, subject to the needs dictated by the WPL's selection and financial processes.
- h. The Selected Firm shall provide the WPL satisfactory evidence of errors and omissions insurance ("E&O insurance"), in addition to other required insurances (workers comp., general liability in an amount not less than \$1,000,000 per occurrence). Such E&O insurance shall be written with a carrier qualified to do business in the State of Illinois, with a Best's rating of A- VIII or better, or equivalent, not in an amount less than \$1,000,000 per occurrence.
- i. Payment will be made within forty-five (45) days of satisfactory completion of each report and submission of invoice for those services satisfactorily completed.
- j. In the event the selected Firm does not execute a written signed agreement with the WPL Board of Trustees within fourteen (14) days of the award of contract, the Board reserves the right to enter into an agreement with the next most-qualified Firm.
- k. The Board reserves the rights to request clarification of information submitted and investigate the ability of the executive search firm to meet the required needs.
- l. The Board reserves the right to waive all requirements for this proposal and select the Firm that is most advantageous for the WPL.
- m. The Firm submitting a proposal is responsible for being familiar with all conditions, instructions, and documents governing this project and the terms of this RFP. Failure to make such investigation and preparations shall not excuse the Firm from performance of the duties and obligations imposed under the terms of this RFP.

- n. All proposals submitted shall comply with any and all applicable state and federal laws, rules, or regulations applicable to the WPL as a unit of local government, including, but not limited to those relating to the employment of labor without discrimination on the basis of age, race, color, handicap, sex, gender, national origin, or religious creed.

IV. Scope of Work and Expectations

The WPL is seeking proposals from qualified firms or consultants to assist in the recruitment and selection of its next full-time Executive Director. It is anticipated that the selected Firm will likely perform the following work efforts during this hands-on process, subject to the firms' proposal:

- a. Develop a comprehensive candidate profile for the ideal candidates with input from the Board's Search Committee. The requirements of the Illinois Local Library Act, other relevant laws and ordinances, and library governance documents shall be considered.
- b. Review and offer suggestions for updating the existing job description and salary range for this position.
- c. Develop and implement a comprehensive plan to advertise, recruit, and select a diverse pool of highly qualified applicants who will meet the leadership expectations of the Board of Trustees.
- d. Prepare all necessary recruitment materials, both in print and electronic that will encourage qualified candidates to apply for the position, but shall be accurate, detailed, and positive.
- e. Screen all applicants, including but not limited to, the following:
 - i) Receive and review all resumes and applications from applicants, determining that the candidates meet minimum qualifications and following up with telephone interviews to clarify each applicant's qualifications and experience
 - ii) Preparing and presenting to the Search Committee a written summary that provides the Board with detailed information on the backgrounds, experiences, strengths and weaknesses of these candidates, including a description of the vetting process and methods utilized to narrow the candidate pool of approximately five to ten (5-10) qualified and skilled candidates.
 - iii) Perform appropriate reference and background checks which should, at minimum, include the candidates' professional history, education, relevant criminal background, and general integrity.
- f. Assist the Board with the interview and selection process, including, but not limited to recommending interview questions, advising on best techniques and practices, and arranging all necessary logistical concerns (including candidate travel/lodging if appropriate and with prior approval of the Board).
- g. Coordinate all communication and correspondence with applicants throughout the recruitment and selection process, including notification to unsuccessful candidates.

- h. Assist the Board and WPL Counsel in developing a total compensation package and terms for a contract with the desired candidate.

V. Required Format and Contents of Proposal

- a. Cover Letter:
Include the RFP subject, name of firm, address, contact person with all applicable contact information, and date of preparation.
- b. Section 1: Qualifications
Describe the background, experience and capabilities of your firm as related to the Scope of Work outlined above. Highlight any successful placements in other libraries of similar size, complexity, and function during the last five (5) years.
- c. Section 2: Scope of Services
Provide a scope of services and proposed outline of tasks, products, and schedules. Also, identify the extend of Library personnel involvement deemed necessary and 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. Section 3: Cost Proposal
Provide cost proposal for scope of services including fixed costs, fees, expenses (including anticipated advertising expenses), reimbursable costs, and any other anticipated costs. The total not-to-exceed cost, as well as an itemized breakdown of the cost associated with major or important components of the search, as determined by the consultant.
- e. Section 4: Contract
Provide a sample of a standard contract normally used by Firm.
- f. Section 5: References
Provide a list of three (3) clients the Firm has contracted within the past five (5) years who can verify the Firm’s ability to provide the Scope of Services requested. Provide name, title, and contact information (telephone number and email address).
- g. Section 6: Client Satisfaction/Performance Guarantee
Describe the Firm’s philosophy and policies regarding client satisfaction in the event of an unsuccessful search or premature (within 2 years of appointment) dismissal or resignation of identified candidates.
- h. Section 7: Additional Information
The Library invites any additional information from the Firm they believe should be considered relative to this search or proposal.

VI. Schedule of Search

December 16 th 2021	Release of Request for Proposal
January 26 th 2022 @ 5:00 pm	Deadline for submission of written questions
January 31 st 2022 @ 5:00 pm	Proposals Due
February 16 th 2022	Submitting Firm recommended by Search Committee to the Board of Trustees for Board Approval
Summer 2022	Desired Conclusion

Dates above are subject to change as needed and will be communicated

VII. Evaluation Criteria

The Board and its designees will conduct a detailed evaluation of the proposal. Evaluation will be based on at least the following criteria, not necessarily in the order provided or with equal weight given to each criterion:

- a. Responsiveness to the provisions and requirements of this RFP;
- b. Thoroughness of the proposal and clarity of services to be provided;
- c. Ability, capacity, and skill of the Firm to perform the services herein requested;
- d. Capacity of the Firm to perform the services within the time-frame necessary and specified, without delay or interference;
- e. Character, integrity, reputation, judgment, experience and efficiency of the Firm; including, but not limited to, past performance record; default under previous contracts (whether or not with WPL); and competency;
- f. Quality of performance of previous contracts or services (especially as to other units of government or libraries, especially those in the State of Illinois);
- g. Articulation of an effective strategy for recruitment of a diverse and qualified candidate pool;
- h. Qualifications and experience of persons assigned to this contract;
- i. Previous and existing compliance by the Firm with the laws, ordinances, or regulations related to this contract;
- j. Detailed cost analysis.

VIII. Where to Submit Proposals and Due Date

- a. **Deadline for submission is 5:00PM (Central Time) on January 31, 2022.**
- b. Interested Firms must submit one (1) signed electronic copy of the proposal by the above deadline to Board President Robb Freeman at robertfreeman@waukeganpl.info in PDF format.
- c. Proposals should be limited to 20 pages where possible and prepare in accordance with the above requirements.
- d. Any Firm not having submitted a complete proposal by this time will be considered non-responsive and may not be considered.
- e. Proposals may not be kept confidential following the submission deadline, and may be discussed in open meeting of the Board of Trustees of the Waukegan Public Library pursuant to state law.

IX. Questions by Firms

All questions pertaining to this RFP must be submitted via email not less than five (5) business days prior to the deadline for submission. Any questions determined necessary of response or of a substantial nature will be provided to each firm from whom a proposal has been received and will be posted along with this RFP as an addendum on the WPL website.