



REQUEST FOR PROPOSALS
Library Consultant - Role Descriptions, Comprehensive
Classification, and Compensation Study

ISSUED May 2, 2022

DEADLINE – 12:00 PM
June 1, 2022

CONTACT:

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SECTION 1 GENERAL INSTRUCTIONS

1.1 Format for Proposals

The purpose of this RFP is to obtain as complete data as possible from each presenter in order to enable EVPL to determine which consultant is best able to satisfy all the criteria considered in the award of this contract. To this end, proposals submitted in response to this RFP must follow the format outlined within this RFP.

1.2 Written Proposals

Written proposals, signed by the proposer or its authorized representative, are required. Length of proposals should not exceed 50 text pages.

1.3 Submission, Copies, and Due Date

Presenters must submit their proposal in a sealed envelope marked “**Proposal for Library Consultant - Role Descriptions, Comprehensive Classification, and Compensation Study**” to:

Evansville Vanderburgh Public Library
Attn: Scott Kinney
200 SE MLK Jr. Blvd.
Evansville, IN 47713

Deadline for proposals is 12:00 pm (noon) CST on June 1, 2022.

Late proposals will not be accepted or considered, regardless of postmark. It is the responsibility of the presenter to ensure that the proposal arrives at EVPL prior to the date and time indicated.

1.4 Proposal Duration and Contract Timing Requirements

All proposals will remain in effect and shall be legally binding for ninety (90) days after the proposal submission date.

The intent of the proposal is to include the specifications and terms within as part of a Purchase Order with the successful presenter. The selected firm will agree to a mutually acceptable contract with the Library for the services requested within thirty (30) days of the Library’s issuance of the notice of intent to award. If an agreement on contract terms and conditions acceptable to the Library cannot be achieved within that time frame, or if it appears that an agreement will not be possible after reasonable negotiations have

been conducted (as determined at the sole discretion of the Library), then the Library reserves the right to retract the notice of intent to award and proceed with awards to other consultants, or to withdraw this RFP.

The submission of a proposal is an admittance by the proposer that the firm can uphold legal, financial, and employment policies/procedures of EVPL.

1.5 Confidentiality of Information Contained in Proposals

All proposals are subject to the provisions of Federal, State, and local law. Proposals are confidential documents until the time of the public Board meeting when the Board votes to approve a firm. Once the Library has issued its notice of intent to award and the contract negotiations are complete, all submitted proposals become public records and are subject to public disclosure.

1.6 Withdrawals and/or Declinations

The Library may grant a written request for the withdrawal of a proposal, if the presenter submits the request prior to the specified date and time of the receipt deadline. A presenter can then submit another proposal prior to the deadline. After the receipt deadline, the contractor cannot withdraw or cancel its proposal for a period of ninety (90) calendar days, and such proposal will be binding during that time. Proposals that have clerical errors or any irregularities are subject to correction only with concurrence of the CEO-Director.

1.7 Disqualification, Rejection, or Waivers of Proposals

The Library may, at its sole discretion, disqualify or reject a proposal if it fails to furnish all information requested in this RFP, fails to follow the format requests in the RFP, or contains false, incomplete, misleading or unresponsive statements.

Additionally, the Library reserves the right to reject any/all submittals, waive any irregularities, reissue all or part of the Request for Proposals, and not award any contract, all at its discretion and without penalty.

1.8 Questions, Amendments

Proposers may submit written questions regarding this RFP via email to Scott Kinney, CEO-Director, at ceo@evpl.org. Responses will come in writing via email. The Library will accept questions until **May 25, 2022**. The Library will review questions, and if deemed relevant to the respondents, the Library will provide answers in the form of an addendum to all proposers who have submitted their email contact information to EVPL.

No verbal communication between a proposer and Library staff regarding the RFP should take place, and any verbal representations provided by Library staff are not binding on the Library.

Modifications to this RFP may be made by addenda, which then becomes part of this RFP.

All materials, including copy of response, are due by noon, local time on June 1, 2022.

Address questions regarding the project to:
Scott Kinney, CEO-Director
ceo@evpl.org.

SECTION 2 CONTRACT SPECIFICATIONS

2.1 General Project Description, Introduction

The Evansville Vanderburgh Public Library (EVPL, Library) Board of Trustees seeks the services of a library consultant and their team (the consultant) to review/revise role descriptions and complete a comprehensive classification and compensation study.

The selected consultant will work with various stakeholders, including but not limited to the Library Board, the CEO, the COO, the HR team, and library staff throughout the process.

This Request for Proposals (RFP) provides a set of specifications upon which to measure each consultant's proposal. EVPL is committed to an objective and open selection process. Every proposal shall receive an unbiased review. The issuance of this RFP ensures competitive pricing, services, and/or work.

2.2 Community and Library Background

Evansville, Indiana is located in the southwest corner of Indiana and is the largest city in the Tristate region as well as the third largest city in Indiana. Evansville is 119 miles west of Louisville, Kentucky and is 151 miles north of Nashville, Tennessee.

Census data projections for 2019 puts the Vanderburgh County population at 181,461. The county's 2010 census estimate for population was 178,298, a 1.74% increase from 2010 to 2019. According to the 2010 census, the city of Evansville population was 117,429. The Evansville Vanderburgh Public Library serves all city and county residents.

The Evansville Vanderburgh Public Library currently consists of nine facilities – eight library locations and an annex building that houses the EVPL wellness clinic, meeting space, and provides rental space to other community organizations. The library website allows users 24/7 access.

As of April 1, 2022, the Library has 210 budgeted positions – 123 full-time, 63 part-time, and 24 part-time Security positions – within 23 pay grades and 50 job classifications. The last compensation study was completed in 2018, and only 28 positions were reviewed. The last full compensation study was completed in 2012, and the current pay scale went into effect in 2013.

Adjustments have been made periodically to reflect increases in minimum wage, economic growth, and comparable increases among job competitors. Currently,

employees in good standing with the Library receive an annual step increase effective the first pay of the year.

Mission: We cultivate curiosity by creating wonder.

Vision: Communities united through shared exploration and understanding.

2.3 Jurisdiction and Funding

The EVPL Board of Trustees is composed of seven members. The Vanderburgh County Commissioners appoint two members, the Vanderburgh County Council appoints two members, and the Evansville Vanderburgh School Corporation appoints the remaining three members. The Board of Trustees appoints a CEO-Director for the administration and management of the library.

The CEO-Director answers directly to the EVPL Board of Trustees. For this project, the CEO-Director will:

- 1) Act as the consultant administrator,
- 2) Provide existing, reasonably available, and relevant data and information as requested by the consultant, and
- 3) Assist the consultant, only to the extent that resources (including human resources) are available as determined by the CEO-Director.

2.4 Objectives, Project Description

The Library seeks competitive proposals for a consultant to review and revise role descriptions and complete a comprehensive classification and compensation study. Preferred completion date is December 1, 2022, but the Library is willing to negotiate project timelines with the chosen consultant.

The intent of this RFP is to evaluate and/or revise the Library's existing role descriptions, job classification plan, and compensation schedule and to provide viable options and strategies that would enhance the Library's ability to attract and retain a highly qualified and motivated workforce in the future. Specifically, the Library would like to review and revise all role descriptions, its pay grade structure and job assignments, identify and make comparisons against compensation for employers within its competitive market(s), establish competitive entry compensation and pay ranges for its jobs, and assign existing employees to appropriate compensation levels within the pay range assigned to their job.

The classification and compensation study should determine what actions to take, if any, to avoid loss of qualified staff and difficulties in recruiting new employees, while competitively compensating current employees. In addition, the study will recommend adjustments to the Library's current compensation plan, taking into consideration the living wage in Evansville/Vanderburgh County, Indiana and both state and national wage trends, to allow appropriate compensation and rectify compression/equity issues.

The consultant will work collaboratively with the CEO-Director, the COO-Assistant Director, Human Resources, and other EVPL staff, as necessary.

2.5 Scope of Work, Services, Outcomes, and Deliverables

EVPL is seeking proposals from consultants experienced in creating role descriptions, compensation structure, analysis, and comparison. Previous work with and an understanding of public libraries is preferred.

The successful consultant shall assist the Library in developing role descriptions that adequately reflect the work/expectations for all employees and developing a classification and compensation plan that will keep the Library competitive in the marketplace, while retaining and recruiting quality employees.

Service 1: Role Descriptions

To achieve an organizational structure of roles that ensure that every EVPL employee and potential employee understands the expectations of their work and the level of experience, expertise, or skills needed to perform their work, the following services are required:

- Review organizational chart and current role descriptions.
- Create a new template for role descriptions.
- Revise titles and role descriptions as needed to ensure full compliance with the requirements of the Americans with Disabilities Act (ADA) and Fair Labor Standards Act (FLSA) and to provide a transparent and clear understanding of each role.
- Revise titles and role descriptions as needed to ensure that there is clear understanding of the work performed and the job expectations for each role.

Service 2: Classification Study

To achieve a credible classification system that ensures positions performing similar work with like levels of complexity, responsibility, knowledge, skills, and abilities are classified together, the following services are required:

- Review organizational chart and current job classifications.

- Develop/use appropriate data collection instrument(s) for gathering information on job classifications, including staff interviews and job audits where necessary.
- Recommend job evaluation methodology that addresses the internal relationships of job classes. Identify factors that reflect the value of different kinds of work and do not have a discriminatory effect by race, creed, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, or mental/physical disability.
- Apply the selected methodology to the job classes and make recommendations to update the Library's classification plan.
- Prepare final report with recommendations for updates to the Library's classification plan.
- Determine the costs to implement the study, including the implementation timeline.
- Provide rationale for recommendations in a written report and present findings and recommendations to Library Administration and the EVPL Board of Trustees.

Service 3: Compensation Study

To achieve the scope of work objectives, information from the classification study along with applicable Human Resources policies and procedures will be reviewed to complete the following services:

- Conduct a comprehensive analysis of the Library's compensation program, taking into consideration insurance and other benefits (retirement, paid leave, etc.) and make recommendations for improvement and suggest plans to address issues including but not limited to: target comparison market, internal equity assessment, pay compression, retention and market adjustments.
- Develop and conduct an external assessment/compensation and pay practices survey using peer comparisons, including libraries, government agencies, and private employers providing equitable services, to evaluate benchmark positions by comparing actual job content and duties to comparable positions.
- Develop a report analyzing the results of the data from the internal and external assessments that identifies the Library's competitive position in the labor market.
- Apply the survey results and provide recommendations to update the Library's compensation schedule, including compensation levels, range spread, range placement, and equity adjustments.
- Prepare final report with recommendations for a compensation plan that is affordable, sustainable, competitive, and innovative.
- Determine implementation costs, including an implementation timeline.
- Provide rationale for recommendations in a written report and present findings and recommendations to Library Administration and the EVPL Board of Trustees.

2.6 Compliance with Applicable Laws

The consultant shall comply with all applicable Federal, State, and local laws, ordinances, rules, and regulations during the term of a contract. During the term of a contract, the consultant shall comply in all respects with the Equal Employment Opportunity Act and the Americans with Disabilities Act. Findings of noncompliance with applicable Federal or State EEO laws and regulations may be sufficient reason for revocation or cancellation of a contract.

2.7 Taxes, Licenses, Permits, Certificates, and Insurance

The consultant shall pay all sales, use, property, income, and other taxes lawfully assessed against the Library or the consultant in connection with the consultant's facilities and the work included in a contract.

EVPL is tax-exempt from the provision of the Indiana Sales and/or Use Tax on materials and equipment under this solicitation. The Library will furnish exemption certifications to cover tax exemption where applicable and when requested by the consultant.

The consultant shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance including but not limited to, Workers Compensation and Employers Liability Insurance and General Liability Insurance, unless such insurance has been expressly waived by the Library.

2.8 Affirmative Action Policy

It is the policy of EVPL to be in full compliance with all Federal, State, and local non-discrimination and EEO laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, or status as disabled veterans. All persons or entities making proposals must also be in full compliance with these laws, orders, and regulations.

Any successful consultant shall submit written assurances upon request that the contractor will provide equal opportunities to qualified minority individuals, to Minority Business Enterprises (MBE), to Women Business Enterprises (WBE), and to Disadvantaged Business Enterprises (DBE).

SECTION 3 REQUIREMENTS FOR CONSIDERATION

3.1 Proposal Contents

It is the purpose of the RFP to obtain as complete data as possible from each entity to enable EVPL to determine which is best able to satisfy all the criteria under consideration in the award of the contract. To this end, please include the following information:

Firm Overview:

- Name, address, phone number, website, and e-mail for firm.
- Brief history of firm, including length of time firm has been in business as presently organized, and how it differs from competitors.
- Company's qualifications, credentials, experience, and resources as they relate to consultation in the areas of job analysis and compensation.

Experience:

Please include:

- Owner name, address, phone number, e-mail.
- Provide the name, title, and contact information of an authorized individual who is empowered to enter into negotiations and who can execute a contract on behalf of the company or individual.
- Provide a list of a minimum of three (3) similar projects and services performed within the last 10 years with the names, addresses, and telephone numbers of clients for whom work was done, placing particular emphasis on services provided to public libraries.
- Provide a comprehensive list of public library projects your firm has worked on with an indication of services provided.
- Describe your past performance relative to achieving cost and schedule goals.
- Describe your previous experience in working with public boards/committees and the public.

Plan of Work and Technical Approach:

- Describe the proposed work plan including methodologies and a time-phased statement of project milestones.
- Describe information, documents, staff assistance, facilities, or other resources you would require from the Library to complete your work, and identify any other critical assumptions upon which your work plan is based.
- Describe any challenges you believe may be encountered and areas of concern that need addressed.

Project Team:

- Describe the project team and provide resumes of key members stating their role on this project, experience, and qualifications.
- Provide a breakdown of the estimated staff time for each task outlined in the Plan of Work.
- Provide a statement regarding any conflict or potential conflict you or any key staff may have regarding provision of the proposed services to the Library. The statement should include actual conflicts and any working relationships that may be perceived as a conflict. If there are no potential conflicts of interest, please provide such an affirmation in your proposal.

About Our Project:

- Discuss your philosophy regarding role descriptions.
- Discuss your philosophy regarding public library compensation.
- Outline your ability to provide expertise and experience in areas of role description design, classification plan design, and compensation plan analysis and design, especially for local government entities.

Cost Estimate:

- Provide a detailed cost proposal for completing the services included in the Scope of Work section.
- Provide firm costs, including a list of itemized expenses to accomplish this study.
- Include the inclusive cost of the project with a “not to exceed” total cost and a description of the fee structure, as well as proposed site visits with the chargeable rates for each staff person.

Other information:

- Include with your response five (5) copies of a past project you did of similar size and scope.
- Attach other pertinent information that will help in the evaluation of your firm.

3.2 Selection Process, Evaluation Criteria

EVPL is committed to an objective and open selection process. Every proposal shall receive an unbiased review. The evaluation criteria include, but are not limited to:

- Demonstrated ability to perform the services described in the RFP.
- Overall qualifications, experience, and competence of staff.
- Experience in communities with comparable characteristics.
- Fees and costs relative to the scope of services.
- Quality and timeliness of work as verified by examples of references and reference checks.

The Library will consider a number of factors when deciding upon a consultant. While price will be a contributing factor, EVPL will not compromise quality of work, variety of

services performed, professionalism, or ethical considerations when making its decision. The Library reserves the right to base its decision on any factors it deems pertinent, or assign greater weight to those factors it so chooses.

3.3 Additional or Supplemental Information

During the evaluation process, the Library may request any presenter to provide additional information that the Library deems necessary to evaluate the proposer's ability to perform the required services. If requested, the proposer will provide the information in writing and the information will become part of the proposal on record.

3.4 Interviews

After initial screening, the Library may request one or more sessions of interviews or demonstrations from any firm submitting a responsive proposal. The final selection process may include interviews of selected proposers. Interviews may or may not have their own separate scoring during the evaluation process.

3.5 Selection of Proposal(s)

The Library reserves the right to select the proposal(s), which in its sole judgment best meet its needs, and to award a contract to one or more multiple qualified submittals. The lowest proposed cost is not the sole criterion for recommending contract award.

The Library also makes no guarantee of any or equal amounts of work for the project, which is the subject of this RFP. Furthermore, the Library is not responsible for any costs incurred in the preparation or submission of a proposal or any work performed prior to the execution of a contract.

3.6 Contract Award, Notice of Intent to Award Contract

Upon selecting a proposal, the Library will enter into contract negotiations and then will provide a written award (or acceptance letter) in the form of a Purchase Order to the successful consultant.

Upon successful completion of contract negotiations, all unsuccessful proposers who have submitted proposals in response to this RFP will receive notice.

Library Administration will make a recommendation to the EVPL Board of Trustees. No contract will be in effect until approved by the Board.

This RFP does not commit the Library to award a contract. The Library has absolute discretion in awarding a contract and reserves the right to waive informalities and

irregularities in the RFP and/or the proposals received. The Library reserves the right to accept or reject any or all proposals or to modify or cancel this RFP in part or its entirety.

3.7 Billing and Reports

Listed in the agreement will be the billing and payment procedures, including frequency and means of billing. All invoices received by the first Friday of the month will be included in the Library's monthly payment cycle. The Library mails payments following meetings of the Board of Trustees on the second Thursday of each month. Only work completed and quoted in awarded contract shall be eligible for payment.