

LACKAWANNA COUNTY LIBRARY BOARD

Request for Proposal for Human Resources Consulting Services To Provide Review, Revision, and Updating of Personnel Policy

November 20, 2018

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received and reviewed by the Lackawanna County Library Board (the "Board") for Human Resources Consulting Services for the Lackawanna County Library System ("LCLS") and its seven member libraries.

Respondents must make their submissions by **4:00 p.m.** prevailing time on **Friday, December 14, 2018**, at the LCLS office at 520 Vine Street, Scranton, PA 18509.

The LCLS Administrator will be available by telephone (on an appointment basis) to answer the questions of potential respondents. Respondents desiring to schedule a telephone conference should contact LCLS at 570-348-3003.

Submissions received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent.

The Board reserves the opportunity to modify this Request for Proposal at its own discretion and without prior notice, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

PURPOSE:

The purpose of this Request for Proposal is to solicit interest from qualified human resources firms and/or individuals to provide professional services for LCLS in the development of an updated personnel policy. The current policy was adopted in 2011 and was reviewed by staff this year. We seek professional help in reviewing the policy for compliance with the law and best practices. Presentation of the completed project will take place at a meeting of the LCLS Board.

PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSAL:

1. One printed copy and one electronic copy of the submission must be provided. Proposals must be submitted to the Lackawanna County Library Board, c/o Mary Garm, Administrator, 520 Vine Street, Scranton, PA 18509.
2. The printed proposal must be submitted in a sealed envelope with the name of the firm submitting the proposal and the term **HUMAN RESOURCES** clearly marked on the outside of the envelope. LCLS assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. The electronic copy of the proposal should be submitted to garm@albright.org.

CRITERIA FOR EVALUATION OF PROPOSAL:

The Board will independently evaluate each submission and selection will be made upon the following criteria:

- Experience and reputation of provider in the human resources field, with a minimum of five years' experience.
- A clear understanding of the services to be provided to LCLS;
- Evidence of experience with similar projects;
- Availability to accommodate any required meetings of the LCLS its Board or its staff;
- Ability to meet timelines and schedules for completion of the project;
- Experience working with public libraries and/or nonprofit agencies;
- Cost for services; and
- Other factors determined to be in best interest of LCLS in the Board's sole discretion.

Final selection shall be made at the sole discretion of the Board.

PROPOSAL REQUIREMENTS

The Board is requesting proposals for Human Resources Consulting Services, which should include:

1. Profile
2. Qualifications
3. Scope of Services
4. Conflict of Interest Statement

The following explains what the Board expects in each of the major sections:

Profile: Provide details of the firm's or individual's professional background, including:

- A brief description of firm's history, ownership, organizational structure, and location of management;
- The location of the office from which the work will be done; and
- The number of professional staff who will work on the project.

Qualifications: Provide information on the qualifications of the staff who will work on the project, including:

- Name and address of firm and the corporate officer authorized to execute agreements;
- Resumes for staff who will work on the policy revision project;
- Description of recent experience with similar projects; and
- A listing of library or nonprofit agency clients with whom you have or have had contracts. Include the name, address, and telephone number of the contact person;

Scope of Services: Describe the approach to the services requested:

- Submit a general work plan that will accomplish the activities defined in these guidelines;
- Describe the role that LCLS staff will be expected to play in relation to the provider's professional staff;
- Provide a timeline for progress reports and completion of project.

Conflict of Interest Statement: All submissions must include the following statements:

- That there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of LCLS.
- That your firm is not currently in violation of any rules or regulations that may have impact on your ability to provide services; and
- That your firm is not involved in any current litigation with LCLS.

Fee Schedule: Submit proposed fees for completion of this project, along with billing practice and payment terms.

RESERVATION OF RIGHTS

The Board reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any submission as may be permitted by law.

CONFIDENTIALITY:

This Request for Proposals, and all submissions received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the submissions received by the Board.