



## **REQUEST FOR PROPOSAL (RFP)**

### **Mid-Columbia Libraries' 2025 Organizational Policy Review & Revision Study**

ISSUING AGENCY:

Mid-Columbia Libraries

RELEASED:

Tuesday, April 15, 2025

CLOSES:

Thursday, May 29, 2025

*Proposals must be received no later than 2:00 pm PST*

### **RFP CONTACT**

Mid-Columbia Libraries

Attn: RFP – 2025 Organizational Policy Review and Policy Creation

c/o Rose Courneya, Finance Director

405 S. Dayton St.

Kennewick, WA 99336

# **REQUEST FOR PROPOSAL (RFP)**

## **Mid-Columbia Libraries' 2025 Organizational Policy Review & Policy Creation**

### **PROJECT DESCRIPTION**

Mid-Columbia Libraries (MCL) invites proposals from qualified consulting firms to complete an Organizational Policy Review & Policy Creation. This project is a comprehensive review of MCL's organizational policies compliance with RCWs, federal and state law and currently industry standards.

### **AGENCY BACKGROUND**

Benton and Franklin counties jointly created MCL as an intercounty rural library district in 1949 to serve the residents of their unincorporated areas. Over time, the cities of Kennewick, Benton City, Connell, Mesa, and Kahlotus have annexed to the district, while the cities of Pasco, West Richland, and Prosser are served by contract. Branches are located in all of these cities (except Mesa, which is served by Rural Services), as well as in unincorporated Basin City and Eltopia. MCL also serves Adams County through contract with a branch in Othello. MCL's rural customers receive regular delivery service of books and materials by Rural Services.

As a special purpose district, MCL provides its resources and services to over 260,000 residents in Benton, Franklin and Adams counties of Eastern Washington State. The mission of MCL is to enhance quality of life by providing excellence in books and services for our residents and communities. We proactively engage our customers through targeted on- and off-site programs for adults and children; we create and sustain strong reciprocal partnerships with local organizations and businesses; and we continually seek ways to be present and stay relevant in our customers' busy lives by providing new and popular materials and services in the most effective ways possible.

MCL's service area covers approximately 3,000 square miles, ranging from suburban cities to remote farming communities. A special purpose district, MCL is supported principally by property taxes and intergovernmental service contracts.

Mid-Columbia Libraries (MCL) requests proposals from consultant firms (Consultants) with expertise (within a single firm) in providing professional consulting services detailed in the Scope of Work.

MCL has established a budget of up to \$20,000 to complete this work.

## SCHEDULE

The following is an outline of the selection procedure and a tentative time schedule:

April 15, 2025	RFP released
May 8, 2025	Last day for questions
May 15, 2025	Answers emailed/Addendum posted not later than
<b>May 29, 2025</b>	<b>Submittals due 2:00 pm PST</b>
June 2-9, 2025	Interviews & References
June 17, 2025	Consultant selected and announced
July 1, 2025	Anticipated start date for work
December 1, 2025	Desired work completion date

## SCOPE OF WORK

The scope includes the following:

Review MCL's current Policies & Procedures and Creation of New Policies.

- a.) Identify which policies are required by Federal and State law; and
- b.) Make specific recommendations to simplify the policies and meet Washington State Auditors standards;
- c.) Make specific recommendations on which policies present conflicting information or to simplify current policies;
- d.) Compare MCL's current policies to best practices found in other library systems, MRSC, other government agencies, and Washington State auditors' recommendations to provide recommendations for MCL's policies improvement. As part of this review and revise current policies will be considered for amendment or replacement;
- e.) Creation of new policies as needed per recommendations of consults.

## MINIMUM QUALIFICATIONS

Minimum qualifications are required for a Consultant to be eligible to submit a proposal response. Your submittal response must show compliance to these minimum qualifications. Those that are not responsive to these qualifications shall be rejected by the MCL without further consideration:

- Consultant must have successfully performed one contract with a public or private agency of similar size to the MCL within the last three (3) years, with services similar to those expected by the MCL for this contract.
- Preference given to respondents that have performed compensation and classification consulting services for other public libraries.

## **RESPONSE MATERIALS AND SUBMITTAL**

The preferred method of proposal submission is electronically to the email address:

[finance@midcolumbialibraries.org](mailto:finance@midcolumbialibraries.org). If Consultants choose to submit via hard copy, please submit one (1) hardcopy meeting the requirements below and one (1) reproducible digital copy in pdf format delivered on digital media.

At a minimum, the submittal must contain:

1. A letter of interest, on company letterhead, signed by the firm principal with a statement of availability to complete the work.
2. Identification of Consultants, including name, address, email address and telephone number.
3. Name, title, address, and telephone of contact person during period of proposal evaluation.
4. Signature of a person authorized to bind Consultant to the terms of this proposal.
5. An itemized list including the amount and pricing of all materials and services being proposed.
6. General information about the firm's experience and capabilities in the services to be provided.
7. Firm's approach to quality control, project management and product delivery.
8. Previous project experience on similar types of work, including library work experience.
9. Experience of the staff that would be actually assigned to the project. Work experience should be specific as to the individual's actual tasks performed on other projects.
10. Ability to meet the MCL's requirements for readiness, availability and familiarity with the area upon execution of agreement, as outlined by a proposed schedule of activities.
11. Include three (3) references with a similar scope of work, with the following information: the name of the client, estimated project cost, and the name, email address, and telephone number of the contact person.

## **SELECTION PROCESS**

Consultants will be considered based on the following 100-point scale:

CONSIDERATIONS	POINTS
Consultant's experience in the field of policy review	20
Prior relevant projects or experience with governmental agencies of similar size	10
Previous public library work experience	5
Quality of workplan and approach	20
Readiness, availability, and ability to meet project timeline	10
A proven track record of providing quality work on time	15
Response of references	15
Meets all applicable licensing requirements	5

MCL's Evaluation Committee will perform technical evaluations of each submittal, rank submittals, and make selection recommendations based on consensus. The Evaluation Committee will evaluate proposals and may ask a short list of Consultants to participate in an interview process. All Consultants submitting a proposal will be notified of the MCL's final selection decisions.

Proposals will be reviewed, interviews conducted (if needed) and a firm will be selected by **June 17, 2025**.

### **GENERAL INFORMATION**

The MCL reserves the right to continue with the Consultant selected or has the option to conduct a new selection process for future services beyond those services advertised above. To be considered, submittals must be received at the following address by 2:00 p.m. PST on May 29, 2025.

#### **RFP Manager**

Name: Rose Courneya, Finance Director  
Address: 405 S Dayton St, Kennewick WA 99336  
Phone number: (509) 737-6352  
Email: [finance@midcolumbialibraries.org](mailto:finance@midcolumbialibraries.org)

#### **Questions**

The deadline for questions regarding the Scope of Services is May 8, 2025. Questions are to be submitted via email to Rose Courneya at [finance@midcolumbialibraries.org](mailto:finance@midcolumbialibraries.org).

Questions and answers will be posted to the MCL website at <https://www.midcolumbialibraries.org/news> as they are received. During preparation, direct all communications regarding this RFP to Rose Courneya. All other communication will be considered unofficial and non-binding.

#### **MRSC Public Works Roster**

Consultants are asked to become members of MRSC Public Works Roster, if not already. <https://members.mrscrosters.org/register>

#### **Proprietary Information/Public Disclosure**

Materials submitted in response to this solicitation shall become the property of MCL. Responses shall be deemed public records as defined in RCW 24.56, "Public Records Act."

#### **Revisions to the Process**

In the event it becomes necessary to revise any part of this request, addenda will be published on MCL's website at <https://www.midcolumbialibraries.org/news>.

#### **Cost to Submit**

MCL will not be liable for any costs incurred by the Respondent in preparation of a response to this RFP, in conduct of a presentation, or any activities related to responding to this RFP.

**Americans with Disabilities Act**

MCL complies with the Americans with Disabilities Act (ADA).

**Diverse Business Inclusion Plan**

MCL is committed to providing the maximum practicable opportunity for participation by diverse businesses enterprises (DBE). DBE are defined as; small-business, micro-business, mini-business, minority owned business (MBE), and women owned business (WBE), as defined in RCW 39.26.010 and veteran-owned businesses as defined in RCW 43.60A.010.

**Rejection of Responses**

MCL reserves the right at its sole discretion to reject any and all responses to this RFP without penalty.