

LAKE FOREST LIBRARY
360 East Deerpath Road, Lake Forest, IL 60045
Request for Proposal For Human Resources Services

Introduction

The Lake Forest Library, Lake Forest, Illinois (hereinafter “the Library”) is requesting proposals from qualified firms with experience providing human resources, compensation, training, and employee benefits services to public libraries or similar non-profit organizations (hereinafter the “Firm”) for the three projects described below:

1. Development of position descriptions.

The Library currently has 29 position titles. As part of the development of position descriptions that are both reflective of the current role and aspirational, the Library is seeking an analysis of current positions to ascertain if comparable roles have different titles and should be within the same position description. See the Library’s current organizational chart at: www.lakeforestlibrary.org/chart.

2. Salary benchmarking and development of salary ranges.

The selected Firm will benchmark the newly created position descriptions against at least two relevant salary surveys, complete a payroll analysis, and develop salary grades and ranges.

3. Develop a performance evaluation system.

Develop a performance evaluation system based on identified competencies and performance criteria. Provide training for supervisors and managers on how to implement the newly created performance evaluation system.

The Library would like to complete these three projects by May 1, 2019.

The Library will review the submitted proposals and select firms for interviews Monday, July 16, through Friday, July 20; with an anticipated start date of September 1, 2018.

All questions regarding this proposal should be sent to Catherine Lemmer, Director, at clemmer@lakeforestlibrary.

Current Environment

The Lake Forest Library serves a community of 19,375 with 51 staff in a 32,000 square foot – four level – facility. The original building was constructed in 1931 and three additional wings were added to the building in 1978. Open 69 hours per week, the Library typically has over 1200 visits a day. The Library is a member of Cooperative Computer Services, a consortium that provides an integrated library system (ILS) for the online catalog, circulation of materials and inventory control.

General Requirements for Proposals

Proposals, no longer than 10 one-sided pages, must include the following to be considered:

- Explanation and discussion of how the work will be accomplished, including project timeline and library staff involvement requirements;
- Identify Firm staff members that would be responsible for each of the three projects and explain their roles;
- Identify any consultants that will be used and explain their roles;

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- Description of proposed fee, including cost and hour breakdown, for each of the three projects (*i.e.*, provide separate fees for each of the three projects); and
- Identification of any work considered outside the proposed fee.
- Firm Information
 - Contact name and title;
 - Address; Phone number; and Email address;
 - Name of Company;
 - Corporations are required to provide the year and state of incorporation;
 - Partnerships shall provide the names of partners and the length of existence;
 - Statement if Firm is presenting negotiating or entertaining a sale, acquisition, or merger that would alter the Firm's current structure;
 - Description of Firm's financial strength;
 - Number of employees and titles of all employees;
 - Number of contracted workers and their titles/roles (if any).
- References as outlined below.

References

Firm shall provide a list of at least three clients, libraries or other, similar in size and scope to the Library. Information provided for each client reference must include the following:

- Client's name;
- Brief explanation of what the project or contract covered (clearly identify if work is on-going contract or project);
- Date of the project or contract (should be in the past three years); and
- Contact person, title, email and phone information.

Include your standard contract that responds to the Library's environment and the requirements as outlined in this RFP. Contract to include provision that the Library may terminate contract with at any time with written notice with or without cause and without penalty.

Failure to provide the above information may result in disqualification from consideration. Further, the Library's Board of Trustees reserves the right to engage a Firm for less than all three of the projects and to reject any proposal.

Three (3) hard copies of the proposal must be submitted by 5:00 p.m. on Friday, July 13, 2018 to the Lake Forest Library, Attn: Catherine Lemmer, Director, Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045.