



Sonoma County Library

**REQUEST FOR PROPOSAL
EXECUTIVE SEARCH FIRM
Recruiting Services for
Library Director**

**RFP Release Date: July 7, 2022
Proposals Due Date: August 9, 2022**

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Proposals will only be accepted electronically, via email.
Proposals are due via email on or before **August 9, 2022 at 5:00 PM PDT** to:

Sonoma County Library
c/o Deanna Katzung
Email: dkatzung@sonomalibrary.org
Phone: (707) 545-0831 ext. 1591

**REQUEST FOR PROPOSAL FOR EXECUTIVE RECRUITING SERVICES
FOR SONOMA COUNTY LIBRARY**

**LIBRARY ADMINISTRATION HEADQUARTERS
6135 STATE FARM DRIVE, ROHNERT PARK, CA 94928**

DUE DATE: AUGUST 9, 2022 AT 5:00 PM PDT

- I. **EXECUTIVE SEARCH FIRM.** The Sonoma County Library ("Library") invites qualified executive search firms and consultants to submit a written proposal to conduct an executive recruitment for the Library for the position of Library Director.

There is no expressed or implied obligation of the Library to reimburse responding firms for any expenses incurred in preparing proposals in response to this request or for attending any meetings or conferences.

The Library will evaluate an executive search firm's qualifications as presented in the firm's proposal and, if requested by the Library, interview. The Library will consider factors including, but not limited to, proposal completeness, ability to meet requested service needs, experience in conducting executive search and recruitment, expertise and availability of key personnel, cost to the Library, and client references.

- II. **ELIGIBILITY.** The executive search firm should specialize in recruitment for executive and senior-level management positions in public library service institutions and be knowledgeable of California labor regulations. To be eligible for consideration, the proposing firm must demonstrate that it, and the principal(s) assigned to the project, has successfully completed similar services to those specified in the Scope of Work section of this RFP, with institutions similar in size and complexity to the Library. The successful proposer will work directly with the Library Director, Library's Hiring Committee, as well as the Human Resources Manager and any other Library representative selected to be involved with activities associated with this project.

In order to be considered by the Library, proposals must contain evidence of the proposer's experience and abilities in the specified area and other disciplines directly related to the Scope of Work. All proposers shall provide profiles and resumes of the staff to be assigned to the project. Proposals will be evaluated by the Library's Executive Search Firm Selection Committee and will be ranked in accordance with the following criteria:

- Completeness and quality of response
- Ability to meet requested service needs
- Experience with library executive recruiting, specifically in California
- Expertise and availability of key personnel
- Total cost to library
- Client references

The final decision on firm selection will be made by the Library Commission.

III. **BACKGROUND.**

Sonoma County represents the best of Northern California —over 50 state and regional parks, miles of rugged Pacific coastline, towering redwood forests, 425 wineries, thriving arts and cultural activity, and close proximity to San Francisco’s Golden Gate Bridge, make it an exciting place to live and work.

Funded primarily by sales and property taxes, the Sonoma County Library—a Joint Powers Agreement Special District—serves the cities of Cloverdale, Healdsburg, Rohnert Park, Cotati, Petaluma, Santa Rosa, Sebastopol, Sonoma, and the town of Windsor, as well as the unincorporated areas of the County.

An eleven member, county/city-appointed Library Commission governs the Sonoma County Library. The Commission is responsible for hiring the Director, approving the budget, and strategically guiding the organization.

For more information, be sure to review the Library’s website at sonomalibrary.org.

IV. **SCOPE OF WORK.** The selected executive search firm (“firm”) shall be principally responsible for aiding the Library in identifying, interviewing, and hiring a Library Director. The firm shall set meetings with the Library’s Hiring Committee and other stakeholders upon execution of a contract with the Library. Under the direction of the Library, the selected firm will be responsible for tasks including, but not limited to:

- Develop a candidate profile.
- Develop a recruitment strategy, including recommending an appropriate advertisement and posting the position on local, regional, and national channels, journals, and publications.
- Carry out recruitment processes.
- Receive and review resumes of applicants, determining that the candidates meet minimum qualifications and following up with telephone interviews to clarify each applicant’s qualifications and experience. Copies of all candidate applicants, regardless of qualifications, shall be provided to the Library’s Human Resources Manager.

- Screen all applications, including perform in-depth reference, media, and background checks to evaluate candidates' educational background, past job performance, criminal history, financial background, and any other pertinent factors in accordance with applicable law.
- Prepare and present to the Hiring Committee a written summary of at least ten (10) qualified candidates with the most promising qualifications and experience.
- Assisting the Hiring Committee in further evaluating candidates and further identifying the top candidates for serious consideration and interviews.
- Design and recommend to the Library for approval an interview process, prepare interview questions for the Hiring Committee's consideration, and other associated tasks.
- Work with Human Resources department to coordinate the candidates' schedule and participation in the interviews.
- Participate in the interview process.
- Debrief the interview committee following each candidate interview and identify additional candidates if necessary.
- Assist the Library's Human Resources Manager with compensation negotiations.
- Advising the Hiring Committee of any other areas, services, or important steps to take that are not listed above.
- Notify applicants not selected.

The Library will have complete authority over the interview process and the development of the interview questions. All candidate applications will be made available to the Library's Human Resources Manager prior to the finalization of a candidate list.

- V. **TERMS AND CONDITIONS.** The Library Commission intends to select one firm to provide this service but reserves the right to reject any or all proposals without explanation. If the selected firm does not execute a written signed agreement with the Director within a reasonable amount of time, the Director reserves the right to enter an agreement with the next most qualified firm.

The Library Commission reserves the right to request clarification of information submitted and investigate the ability of the executive search firm to meet the required needs. The Director reserves the right to waive all requirements for this proposal.

VI. **SCHEDULE.**

July 7, 2022	Release of Request for Proposal
July 19, 2022	Deadline for submission of written questions
July 25, 2022	Library responds to written questions (if necessary)
August 9, 2022	Proposals due
August 15-19, 2022	Interviews held (if necessary)
September 7, 2022	Recommendation to Library Commission for award (if contract exceeds threshold, otherwise communicated to commission)
September 8, 2022	Status communicated

The Library shall receive and respond to questions related to this RFP via email. Questions must be submitted by **5:00 p.m. on August 9, 2022**, via email to **dkatzung@sonomalibrary.org**. The Library shall post responses to all questions to all firms who submitted questions and on its webpage.

VII. **FORMAT AND CONTENTS OF PROPOSAL.** A proposal shall include:

- a. Cover letter. Please include the RFP subject, name of proposing firm, address, contact person at the firm with all applicable contact information, and date of preparation.
- b. Qualifications. Describe the background, experience, and capabilities of the firm as it relates to the Scope of Work outlined above. Highlight any successful placements in other large public libraries during the last five years.
- c. Scope of Services. Provide a scope of services and a proposed outline of tasks, products, and schedules. Also, identify the extent of Library personnel involvement deemed necessary, including 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. Cost. Provide cost proposal for scope of services including fixed costs, fees, expenses (including anticipated advertising expenses), reimbursable costs, and any other anticipated costs.
- e. Consulting staff. Provide the name, title, background, and experience of the

primary consultant for this project. Identify all staff who would be assigned to work directly or indirectly on this search and throughout the project.

- f. Insurance. List all relevant insurance policies and coverage amounts carried by the firm. The selected proposer will be required to submit evidence of and comply with all insurance requirements deemed necessary by the Library.
- g. References. Provide a list of at least three clients the firm has contracted with in the past three years who can verify your firm's ability to provide the Scope of Work. Provide name, title, workplace, email, and phone number. Provide a list of current clients who are receiving services like those requested in this RFP with a brief description of the work.
- h. Performance Guarantee. If your firm offers a performance guarantee, describe the terms and conditions under which the guarantee applies.
- i. Additional Services. The selected firm is welcome to outline additional services or alternative approaches that it feels are in the best interest of the Library.
- j. Subcontractors. Proposers shall identify all subcontractors they intend to use for the Scope of Work. For each subcontractor listed, proposers shall indicate: 1. what products and/or services are to be supplied by that subcontractor and; 2. what percentage of the overall Scope of Work that subcontractor will perform.

VIII. **PROPOSAL SUBMISSION**. The deadline for submission is August 9, 2022 at 5:00 pm PDT. Proposals will only be accepted via email and in PDF form. The proposer must submit one (1) signed electronic PDF version of the proposal by the deadline to Deanna Katzung at dkatzung@sonomalibrary.org.

Proposal contents will not be kept confidential once proposal deadline has passed.