

REQUEST FOR PROPOSAL EXECUTIVE SEARCH FIRM

Recruiting Services for Library Director

RFP Release Date: August 5, 2022
Proposals Due Date: August 19, 2022

Leslie Colson
Human Resources Director
5 Washington Street
Newark, NJ 07104
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Proposals will only be accepted electronically, via email.
Proposals are due via email on or before August 31, 2022 at 5:00 PM PDT to:

Newark Public Library
c/o Leslie Colson
Email: lcolson@npl.org

REQUEST FOR PROPOSAL FOR EXECUTIVE RECRUITING SERVICES FOR NEWARK PUBLIC LIBRARY
5 WASHINGTON STREET, NEWARK, NJ, 07104

DUE DATE: AUGUST 19, 2022, AT 5:00 PM EST

EXECUTIVE SEARCH FIRM. The Newark Public 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.

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.

ELIGIBILITY. 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's Search 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.

When selecting an individual or firm for this project, the Board will consider

- Who the key contacts from your firm will be
- Completeness and quality of your response
- Ability to understand Newark Public Library internal priorities, including access, diversity, equity, and anti-racism.
- Experience in conducting searches for comparable positions
- Expertise and experience of proposed team
- Existing ties to or familiarity with the Newark community
- References from other clients
- An interview with the Board

The final decision on firm selection will be made by the Library Board of Trustees.

BACKGROUND

The largest city in New Jersey, Newark is at the epicenter of the Garden State. It is a city rich with history, thriving with diverse cultures, languages, and traditions, and emerging as a leader in socially just urban transformation. The city is emblematic of the rapidly shifting demographics of the nation. The majority of Newark's residents are either Black (49%) or Latino (34%). Almost fifty percent of residents speak a first language other than English. Among America's oldest cities, Newark is woven into the fabric of a broader metropolitan area where the opportunities and challenges of today's world are met by the assets and strengths of the City's dynamic people, communities, and neighborhoods.

More than 100,000 people commute to Newark on weekdays, making it the state's largest employment center for an array of jobs in insurance, finance, health care and government. With the largest port on the east coast, a busy airport and a major rail hub, transportation continues to be important business in Newark. Mayor Ras J. Baraka has catalyzed an economic and development resurgence that is creating unprecedented opportunities for residents and newcomers alike to participate in the City's resurgence.

Established in 1889, the Newark Public library has a long history of innovation and service. The historic four-story main library and seven community branches are hubs of activity. Children and adults gather for stories and films, lessons and workshops, music and crafts, games, and celebrations – and to study, do research, and get help in finding jobs and accessing social services. Cooking, dinosaurs, gardening, and computer instruction: every program in its own way instills a love of learning and promotes lifelong skills, keeping these libraries deeply rooted at the center of their communities. The library has the largest and most extensive collection among public libraries in New Jersey and offers materials in multiple formats. Downloadable fiction and nonfiction for all ages augment the collection of books, magazines, newspapers, CDs and DVDs.

The nine-member Board of Trustees is seeking a socially conscious consulting firm to support the identification and hiring of a Director that will be able to establish a strong 21st– century and inclusive vision for the Library that builds and strengthens relationships and establishes the Library as an indispensable institution within the dynamic culture of the City.

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 Search 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:

- Review and update the Executive Director’s existing job description.
- Obtain input from the Leadership Team and other library staff members, as appropriate.
- Develop a recruitment strategy, process, and timeline with the Board.
- Articulate key decision points for the Board.
- Identify and recruit a diverse candidate pool.
- Implement a screening process and identify candidates that match the needs of the library and the City of Newark and its communities including, 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.
- Deliver recommendations for up to ten candidates and provide candidate profiles for each.
- Design and recommend to the Library for approval an interview process, prepare interview questions for the Search Committee’s consideration, and other associated tasks.
- Assist with travel arrangements for finalists who will interview in person.
- Debrief the interview committee following each candidate interview and identify additional candidates if necessary.
- Assist the Library’s Human Resources Manager with compensation negotiations.
- Advise the Hiring Committee of any other areas, services, or important steps to take that are not listed above.
- Notify applicants not selected.

The Library seeks the expertise and collaboration of the search firm to guide the interview process but reserves final discretion in matters pertaining to it. All candidate applications will be made available to the Library’s Human Resources Director prior to the finalization of a candidate list.

TERMS AND CONDITIONS. The Library Board of Trustees 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 Interim Director within a reasonable amount of time, the Interim Director reserves the right to enter an agreement with the next most qualified firm.

The Library Board of Trustees 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.

SCHEDULE.

August 5, 2022	Release of Request for Proposal
August 19, 2022	Proposals due
September 5 - 9, 2022	Interviews held (if necessary)
September 14, 2022	Recommendation to Library Board of Trustees for award
September 15, 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 12, 2022, via email to lcolson@npl.org. The Library shall post responses to all questions to all firms who submitted questions and on its webpage.

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. DEI or experience related to diverse hires (please be specific). All firms should present their experience with identifying, recruiting, and selecting candidates from historically excluded and marginalized groups and include a strategy for the Library Director search.
- j. 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.

PROPOSAL SUBMISSION. The deadline for submission is August 19, 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 Leslie Colson at lcolson@npl.org.

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