



Grand Rapids Public Library

Request for Proposal – Executive Search Firm

The Grand Rapids Public Library (GRPL) Board of Library Commissioners is seeking an Executive Search Firm to assist with the selection process of qualified candidates applying for the position of Director of the Grand Rapids Public Library. We are seeking an experienced and skilled library administrator to oversee the operations of GRPL and uphold its mission to connect people to the transforming power of knowledge through a free, welcoming, flexible, and empowering environment. Ideal candidates will value innovation, excellent service, responsiveness to community needs, equity and inclusion, and transparency.

The current Director will retire in December 2017. Additional information about the library may be found at www.grpl.org.

A. Eligibility & Schedule

The search firm should specialize in a selection process for executive and senior management positions ideally in libraries. The proposing firm shall demonstrate that it 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 GRPL.

Delivery of electronic responses to this request for proposal to Marcia Warner, Library Director, (mwarner@grpl.org) shall occur no later than noon on Friday, April 14, 2017.

B. Background

Located between Chicago and Detroit in western Michigan, Grand Rapids is the state's second-largest city, and the urban center of a growing region of more than one million people. Grand Rapids is only 25 miles east of Lake Michigan. Fifteen colleges and affiliate colleges are located in Grand Rapids and more than 130 international companies are located here as well. West Michigan has become a world-class center for advanced manufacturing and life science innovation.

Grand Rapids was named one of *The New York Times'* 52 Places to Go in 2016 and the #1 U.S. travel destination in 2014. It holds the title of "Beer City USA" and is home to one of the globe's top five festivals, ArtPrize. Grand Rapids, Michigan is all of this and so much more; it is a city that will constantly surprise and delight with authentic and unforgettable world-class experiences made easy, affordable and friendly.

The Grand Rapids Public Library is a department of the City of Grand Rapids and serves an urban population of 190,000 through the Main Library and seven branch locations. Established in 1871, the Grand Rapids Public Library is known for excellent customer service, the depth and breadth of our collections, our responsiveness to community needs, and our focus on equity and inclusion.

C. Scope of Work

Upon execution of the contract between the selected search firm and the Board of Trustees, the search firm shall meet with the Search Committee to plan for the job search with the goal of a start date of December 4, 2017 for the new director.

The Search Firm will then be responsible for:

1. Meeting with director, board, staff representatives, friends, and community stakeholders determined by the search committee.
2. Advertising the position and recruiting candidates.
3. Receiving and reviewing resumes of applicants, determining those meeting minimum qualifications and following up with telephone interviews to clarify each applicant's qualifications and experience.
4. Preparing and presenting to the Search Committee a written summary of candidates with the most promising qualifications and experience.
5. Assisting the Search Committee in evaluating these candidates and then identifying candidates for serious consideration and interviews.
6. Conducting reference checks with individuals in a position to evaluate candidates' performance on the job; ascertaining the strengths and personal dimensions of each candidate and report to the Search Committee; and advising the Search Committee of relevant topics to discuss during the interview process.

The Search Firm will:

1. Coordinate the candidates' participation in the interviews.
2. Debrief with the panel following the interviews and identify additional candidates if necessary.
3. Verify selected candidates' educational background, employment record, and any other information identified in the strategy process.
4. Notify applicants not selected.
5. Assist the Search Committee with compensation negotiations as requested.

D. Format and Contents of Proposal

1. **Cover Letter:** Transmittal letter should include name of firm, address, and contact person with all applicable contact information and date of preparation.
2. **Proposal responding to the following items:**
 - a. **Qualifications:** Describe the background, experience and capabilities of your firm as it relates to the Scope of Work outlined above, and highlight any successful placements in similar libraries.
 - b. **Scope of Services:** Provide a scope of services and a proposed outline of tasks, products and schedules. Clearly identify any major proposed deviations from the desired scope of services outlined above.
 - c. **Cost:** Provide cost proposal for scope of services including fixed costs, fees, expenses, reimbursable costs, etc.

- d. **Consulting Staff:** Provide the name, title, background and experience of the primary consultant for this project. Please identify all staff assigned to work directly or indirectly on this project.
- e. **References:** Provide a list of at least three clients who can verify your firm's ability to provide the scope of services requested. Please provide name, title, and complete contact information for each reference. Provide a list of current clients who are receiving services similar to those requested here and short description of the work in which you are engaged.

3. **Submission: Deadline for submission is April 14, 2017 at 12:00 pm EST.**

An electronic copy should be sent to Marcia Warner, Library Director (mwarner@grpl.org).

Please direct any inquiries to Marcia Warner, Library Director, at 616-988-5435.

4. **Our goal is to notify the selected firm as soon after the April 25, 2017 board meeting as possible.**