



Request for Proposal

Personnel Policy and Procedure Rewrite for Kitchigami Regional Library System

June 18, 2021

Issued by:

Kitchigami Regional Library System

310 2nd St. N, PO Box 84

Pine River, MN 56474

KRLS Representative:

Director Stephanie Johnson

johnsons@krls.org

218-587-2171 ext. 222

Introduction & Background

KRL is accepting proposals from qualified entities to complete a comprehensive review and update of the KRL Personnel Policy Manual. Only proposals from qualified specialists such as attorneys of law with experience working with governmental entities.

Kitchigami Regional Library (KRL) is a consolidated public library system in north-central Minnesota consisting of nine branch libraries, a bookmobile, and a Regional Headquarters office. KRL serves a population of approximately 174,308 encompassing five counties; Beltrami, Cass, Crow Wing, Hubbard, and Wadena and nine cities; Bemidji, Blackduck, Brainerd, Cass Lake, Longville, Park Rapids, Pine River, Wadena, and Walker. In addition, KRL provides service to locations in four of the five counties using a Bookmobile. KRL employs approximately 60 regular employees and 35 substitute employees.

Mission Statement:

The Kitchigami Regional Library System enhances quality of life throughout Beltrami, Cass, Crow Wing, Hubbard and Wadena counties by providing access to library resources and services that meet residents' varied and continually evolving needs.

Scope of services

KRLS will be contracting for professional services that will include the following tasks:

- Review existing KRLS personnel policies and procedures dating from 1973-2021 and provide a complete revision/rewrite to bring all policies up to State, Federal, and legal compliance.
- Identify needed policies and procedures required by Federal and State law and ensure their inclusion in the final product.
- Revise/create policies and procedures for simplicity while ensuring they are consistent and flexible and protect KRL from liability.
- Ensure final personnel manual maintains consistent voice and formatting throughout.
- Work with KRL Regional Director and Administrative staff to determine necessary policies consistent with organizational specifics and culture.
- Submit a draft for KRL Board review and revise draft as necessary.
- Provide and release a final product.

Proposal Requirements

- Identify staff who will work on the policy revision.
 - Describe recent experience similar to type of policy review requested.
- Describe prior experience with governmental entities, including, if possible, client names and work descriptions.
- Submit a general work plan to accomplish the scope defined in these guidelines.

- Proposer will provide a proposed project schedule.
- Fees
 - Supply the billing rates, estimated number of billable hours, other billable expenses and a “not-to-exceed” fee for the policy revision.
 - Description of the proposer’s billing practice and payment terms.
- Non-discrimination Clause
 - Affirm that the firm does not discriminate against any individual because of race, religion, sex, color, age, handicap or national origin, and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

Criteria for selection

- Responsiveness to RFP
- Qualifications of the key personnel and/or consultant
- Schedule
- Cost
- Other factors that may be determined by KRLS to be necessary or appropriate in its discretion.

Selection Process

The KRLS Director will review submissions, create a summary, and pass on submitted proposals to the KRL Board of Directors. The KRL Board will award a contract to the selected consultant at either the July or September 2021 Board meeting.

Right to Reject

Kitchigami Regional Library System reserves the right to reject any and all proposals submitted and to request additional information from any proposers. Any contract awarded will be made based on evaluation of all responses and the determination of the best firm to perform the stated Personnel manual revision/rewrite project.

Interpretations

KRLS will be the sole and exclusive judge of quality and compliance of proposal specifications. KRLS reserves the right to award this contract in any manner it deems to be in the best interest of KRLS and make the selection based on its sole discretion.

KRLS will retain ownership of the final product.

Submission of Proposals

Proposals must be submitted electronically to Stephanie Johnson Kitchigami Regional Library System, Regional Director at johnsons@krls.org no later than July 30, 2021 at 5pm.

Questions for information necessary to complete the proposal may be directed to Carol Christensen, KRL Administrative Assistant at christensenc@krls.org or by phone at (218)587-2171.