City of Saint Paul

Event # 1396
RFP-SPPL-LIBRARY MUSIC COLLECTION REVIEW & RECOMMENDATIONS

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I. Overview

The City of St. Paul through the St. Paul Public Library (SPPL) is issuing this Request for Proposals (RFP) seeking a consultant team to assess and provide recommendations on the printed music collection housed at the George Latimer Central Library (GLCL). This collection consists of individual pieces of sheet music, instructional books, a Minnesota-specific music collection, song books, and hymnals. The goal of this project is to right-size the collection and determine which of these materials are most appropriately housed at GLCL, what considerations are necessary for access and use of the materials, and options for elements of the collection that may be better housed at other institutions that could provide improved access.

Specifically, the goals for this work are as follows:

- Maintain or increase level of access to the collection
- Review the current collection
- Assess the significance and relevance of the collection to SPPL
- Align physical footprint of the collection at GLCL with usage
- Provide recommendations for maintenance of the collection

II. Background

Library Background

Saint Paul Public Library operates 13 library buildings and a Mobile Library in neighborhoods throughout the city of Saint Paul. Facilities vary in size, operating hours, staffing levels and services. SPPL has an annual budget of approximately $20 millions dollars comprised of both general and special revenue funds.

Library facilities include:

- 90,000 sq ft historic George Latimer Central Library in downtown Saint Paul
- 12 neighborhood branch locations
    - 1 co-located with nonprofit social service agency
    - 1 co-located with Metropolitan State University
    - 2 co-located with recreation centers

Below is a sampling of the services offered to the public by SPPL:

- Materials for patron checkout (e.g., books, movies, music).
- Materials for access in the library (e.g., magazines, newspapers, historical collections).
- Access to technology, including wi-fi, computers and internet access, access to faxing and copying and spaces for patrons to use personal technology.
- On-site programing and activities for all ages.
- Consultation with library staff on information, education, and community resources.
- Free meeting spaces for smaller and larger community groups.
- Career and workforce assistance.
- Family learning through interactive play and learn spaces for children, families and caregivers.

The George Latimer Central Library, constructed in 1917, is the flagship location of the Saint

Paul Public Library system. Located in downtown St. Paul, GLCL houses an expanded collection and acts as a resource and referral center for the entire Library system. Staff at neighborhood libraries refer patrons to Central for in-depth reference help and access to materials beyond the scope of the smaller locations. GLCL houses several special collections including the Saint Paul Collection, the Severson Collection, the Fitzgerald Collection, and the Miller Sheet Music Collection.

The music collection consists of a variety of music materials, including bound volumes containing operas, scores, hymnals, songbooks and fakebooks as well as a large collection of sheet music. The volume of the collection is as follows:

- Approximately 8,000 bound volumes
- 153 linear feet of sheet music stored in 32 cabinets
- 12.5 cubic feet of sheet music stored in boxes

The collection consists of donated and acquired items. Bound volumes are cataloged, other items are partially described in a song index.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction SPPL wishes to go.

III. Project Purpose and Description:

The city is seeking a consultant that will successfully work with SPPL to assess the holdings in the GLCL music collection and provide strategic recommendations for the future of the collection. SPPL's goal is for this work to be completed in 2024.

Scope of Work

The selected consultant will be expected to perform services including, but not limited to those identified below. A more detailed Scope of Work will be developed with the consultant and outlined in a Professional Services Agreement.

1. Collection Assessment
    a. Sheet music collection
    b. Instructional materials collection
    c. Bound books
    d. Digital materials
2. Institutional Assessment
    a. Review of institutions with a specific focus on music collections
    b. Alignment of the collection with SPPL priorities and capacity
    c. Capacity for public access at SPPL andother institutions
3. Resource & Impact Assessment
    a. Review costs and resource requirements of collection management
    b. Project impacts on patrons of changes to access

Deliverables

Development of an overview of the collection and provision of options/scenarios for future

management of the collection.

1. Completed collection assessment that defines the collection by type and significance to SPPL.
2. Completed scan of comparable library and other institutional resources.
3. Recommendations for the collection and its future management that could include:
    a. Transfer to other institutions
    b. Digitization for sharing on SPPL platforms
    c. Management of physical materials at SPPL
4. Overview of personnel and funding resources necessary for recommended management scenarios.

IV. Required Information/Content of Proposals

To facilitate review of the information submitted, proposals must contain the following information presented in the order listed. Proposals should be limited to five (5) pages of single-spaced, 12-point font.

Tab 1 - Consultant Information

- Name of firm
- Complete address
- Contact person
- Telephone number
- Fax number
- Website
- Email Address

Tab 2 – Respondent's philosophy and approach to project conditions

Describe your approach and provide a general statement of qualifications that respond to the project information in the project scope.

Plan for performing services, including without limitation:

- Approach to performing services
- Proposed schedule
- Capacity
- Availability

Experience and qualifications, including without limitation:

- Experience in similar projects in scope and magnitude
- Demonstrated ability to develop comprehensive collections management plans
- Expertise
- Capability
- Past performance
- Demonstrated superior project management, delivering projects that meet the outlined goals on time and on budget.

Tab 3 - Outline of Project
For each project phase listed identify:

- Timelines and milestones
- Deliverables
- City responsibilities
- Methods used to maintain schedule
- Other pertinent details, i.e. description of your firm's process through approval of the final recommendations

Tab 4 – Costs/Budget

- All costs to be charged to the City by phase; including estimated reimbursable expenses
- Billing structure
- Assumptions used in determining overall project costs
- Provide information about cost control methods and how cost estimates are established

Tab 5 –Project Team
Please identify the Project Manager and other important members of your team and include the following information for each:

- Name
- Roles and responsibility on this project by phase
- Experience with projects of similar scope and scale
- Years with the firm
- Identify the individual who will assume overall leadership for the project and responsibility for the contract

Tab 6 – Related Project Experience
Include examples of past projects providing similar services to public and private sector. Note: Please limit to three examples or less.

- Name of project with a brief description
- Client contact
- Owner's initial budget
- Total project cost
- Date of proposal
- Scheduled completion date
- Actual completion date

V. PROPOSAL SELECTION PROCESS AND CRITERIA

The City will evaluate Proposals against the evaluation criteria to the degree of which each meets the following criteria. To ensure consideration of this Request for Proposal, your proposal should be complete and address all criteria. To ensure clear and consistent evaluation, each scoring item below should correspond to a tab submission identified in Section V above.

Criteria and Scoring:

Criteria	Possible
Tab 1 & 2 – Consultant Information and Respondent's Philosophy and Approach	100
Tab 3 – Outline of Project	100
Tab 5 – Project Team	100
Tab 6 – Related Project Experience	250
Technical Score = 55% of the evaluation, Highest Score is (Sum of 1-3, 5, 6)	550
Tab 4 - Costs : 30% of the evaluation	300
Sub Total = Tech Score + Cost of Proposal Score	850
Top Two to Three Teams will be interviewed based on this score.	
Interview = 15% of Evaluation	150
Final Score - Total Score Possible	1000

A staff committee will review the proposals against the criteria in this RFP and score proposals. Interviews may be conducted with the highest scoring proposal teams after the evaluation of qualifications by the selection committee.

The City reserves the right to ask for additional information or clarification of the submission from any or all proposers.

The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties.

VI. RFP TIMELINE:

RFP release date: March 15, 2024, 4:00pm CST
Question due date: April 1, 2024, 3:00pm CST
Addenda due date: April 8, 2024
Proposal due date: April 15, 2024, 3:00pm CST
Interview (if selected): April 2024
Contract/Agreement In Force: Spring 2024

All of questions relate to this RPF must be submitted on supplier portal via www.stpaulbids.com

VII. PUBLIC INFORMATION

Data submitted by a business to the City in response to a Request for Proposals are private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder's response to a Request for Proposals are private or nonpublic data until completion of the evaluation process. "Completion of the evaluation process" means that the City has completed negotiating the contract with the selected vendor. After the City has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minn. Stat.§ 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFP become the property of the City and will not be returned.

If all responses to a Request for Proposals are rejected prior to the completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a re-issuance of the Request for Proposals results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remains public. If a re-issuance of an RFP does not occur within one year of the proposal opening date, the remaining data become public

VIII. PROPOSAL REJECTION

This Request for Proposal (RFP) does not obligate the City of Saint Paul to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. City of Saint Paul reserves the right to reject a proposal if required information is not provided or is not organized as directed.
The City of Saint Paul also reserves the right to waive minor informalities and reserves the right to:

a. Reject any and all proposals received in response to this RFP;
b. Select a proposal for contract negotiation other than the one with the lowest cost;
c. Negotiate any aspect of the proposal with any Vendor;
d. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
e. Terminate negotiations and prepare and release a new RFP;
f. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in The City of Saint Paul's sole discretion. The City of Saint Paul also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the www.stpaulbids.com. Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.