

Miami-Dade Public Library Services Study

EPP RFP 896 - Verification of Availability

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Request For Proposals (RFP)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL & MINIMUM Requirements**”, being specified, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

2.1 Background

Miami-Dade Public Library System (MDPLS) has 49 branch locations and two bookmobiles, serving more than 8 million visitors each year. Patrons of MDPLS have access to a collection of more than 3.8 million books and materials, 1735 public computers, 120 Self-Checkout machines, Wi-Fi at every location, and a wide range of digital resources, including downloadable e-books, audio books, music and videos. MDPLS offer over 150 databases, covering areas such as health, biography, psychology, science and technology, and travel and careers, and provide more than one thousand literary, cultural and educational programs each month. PDPLS continues to be a leader in its class, earning the 2008 National Medal for Museum and Library Services, the nation's highest honor for museums and libraries.

The funding model for MDPLS is that of a special taxing district. Currently, four cities (Hialeah, North Miami, North Miami Beach and Miami Shores) maintain their own municipal public libraries, and are not part of the special taxing district. In consideration of establishing a Countywide taxing model, the County is requesting proposals from qualified consultants to analyze all the available libraries services within the special taxing districts and conduct a feasibility study to assess the real and substantial benefits provided by the MDPLS to cities not in the special taxing district.

The study must focus on the following critical questions:

- 1) What are the benefits of the **indirect** services and resources provided by MDPLS?
- 2) What are the benefits of the **direct** services and resources provided by MDPLS?
- 3) What are the benefits of the **future planned** services and resources provided by MDPLS?

The study must include, but not limited to, the collection and reporting of current comparable data from MDPLS and municipal libraries in the County.

Are you able to satisfy the above stated requirements consistent with this RFP?
YES **NO**

2.2 Preferred Qualification Requirement

The selected Proposer should have:

- 1) A minimum of three years recent experience in performing similar studies for municipal libraries or library systems in special taxing districts. More specifically, this experience shall include the use of nationally recognized relief factors and methodologies for determining results and making comparisons between library systems.
- 2) Knowledge of public library operations and services
- 3) Knowledge of government funding

- 4) Verifiable experience in data collection and analysis
- 5) Excellent written and communication skills
- 6) Membership in and affiliations with professional library associations

Do you have experience satisfying the above stated requirements consistent with this RFP? YES NO

2.3 Required Services and Deliverables

The Library Analysis Report must be completed in its entirety and accepted by the County no later than _____, 2013. Teleconferencing or other electronic communication between the selected Proposer and the County may occur periodically, or as required by the County Project Manager.

The County's Project Manager will review all draft interim reports and provide the selected Proposer with feedback within seven (7) working days of receipt of said documents. The selected Proposer shall provide one hard copy and one CD, or other approved format, of the final individual report, after incorporating County's feedback. Said documentation will be submitted to the County Project Manager, no later than fourteen (14) working days after the County has returned the initial draft report to the selected Proposer.

Can you satisfy the above requirements consistent with this RFP?
YES NO

A. Project Planning Meeting

The selected Proposer shall participate in an in-person project planning meeting with the County. The project planning meeting will be scheduled by the County Project Manager. The County will issue a Notice to Proceed (NTP) when the contract award requirements have been met. The project planning meeting with County staff shall take place after the award of the Contract, but no later than five (5) days after the NTP.

In order to allow the County to prepare the data sources that may be required for the tasks herein, the selected Proposer shall submit a draft Plan of Action to the County's Project Manager for review and approval at the project planning meeting. The selected Proposer shall work closely with the County Project Manager to finalize the Plan of Action. The Plan of Action should include a detailed project work plan, timelines, deliverables and monitoring procedures that will result in a successful assessment.

The County will review and submit its recommendations on the draft Plan of Action, no later than five (5) days after the project planning meeting. The selected Proposer shall incorporate the County's recommendations therein, and shall provide one electronic copy of the Final Plan of Action to the County Project Manager no later than five (5) days after the receipt of the County's final recommendations.

Upon approval of the Plan of Action by the County, the remaining tasks, as outlined below shall commence immediately.

Can you satisfy the above stated consistent with this RFP? YES NO

B. Tasks:

In order to assess and summarize the future and evolving user needs, as well as the capabilities of the MDPLS to meet those needs, professional assistance is needed to accomplish the following scope of work.

The selected Proposer shall:

- 1) Facilitate collaborative meetings between the four cities that maintain their own municipal public libraries (Hialeah, North Miami, North Miami Beach and Miami Shores); Director of the MDPLS; President of the Friends of the Library, Miami-Dade Library Advisory Board; and other stakeholders
- 2) Conduct an initial survey of County residents to determine public perception of the existing library direct and indirect services and resources. A second survey shall be conducted to assess public support for future planned services.
- 3) Based on the information gathered from the public surveys and meetings, identify desired and realistic types of improved or new library services that would be available to residents of the County through the special taxing districts. Identify needs that are not currently being met and areas of the County that are underserved in public library services.
- 4) Work with the County Finance office to identify revenues that a collaboration effort would generate annually, based on current and projected tax valuation, how the district would be affected, and what impact a collaboration would have on the average household in the County.
- 5) Provide material to educate the public about the benefits of the direct, indirect and future planned services and resources provided by MDPLS, or other proposals and its potential public services or impacts.
- 6) Develop a public presentation, to be presented to stakeholders.
- 7) Conduct a legal review of the study.

Can you satisfy the above stated consistent with this RFP? YES NO

C. Deliverables

Using the analysis produced from Section B., Tasks above, the selected Proposer shall submit an electronic copy or other approved format of the Draft Library Analysis Report to the County Project Manager, for review and comment, no later than _____, 2013.

The County Project Manager will review the draft report submitted to the County and provide feedback to the selected Proposer within fourteen (14) days of receipt of the draft Report.

The Selected Proposer shall submit one (1) original, and one (1) electronic copy, or other approved format, of the Final Staffing Analysis Report, to the County Project Manager, after incorporating the County’s feedback. The Final Library Analysis Report shall be submitted within fourteen (14) days, but no later than _____, 2013, after the County has returned the initial draft report with feedback to the selected Proposer.

Can you satisfy the above stated consistent with this RFP? YES NO

Please include “Three (3)” references consistent with the required “Scopes of Services” for this RFP

___ I am “NOT” interested in this solicitation.

Name of Firm: _____ SBE Exp. Date: _____

Owner's Name: _____ Signature: _____

Contact #: _____

Please respond by **3:00pm, Thursday October 10, 2013.**

Any questions, feel free to contact me at the number below.

(Respond to the **“Verification”** whether you are interested or not (choosing **“Yes”** or **“No”** as applicable); this helps SBD in the determination of measures).

Vivian O. Walters, Jr.

Contract Development Specialist II
Regulatory and Economic Resources Department
Small Business Development Division
111 NW 1st Street #19 Floor, Miami, Fl 33128
walterv@miamidade.gov

☎ Office (305) 375-3138 | 📠 Fax (305) 375-3160

“Delivering Excellence Every Day”

1.5 Public Entity Crimes

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

1.6 Lobbyist Contingency Fees

- a) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.
- b) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeable will be heard or reviewed by the County Commission or a County board or committee.

1.7 Collusion

In accordance with Section 2-8.1.1 of the Code of Miami-Dade County, where two (2) or more related parties, as defined herein, each submit a proposal for any contract, such proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such proposals. Related parties shall mean Proposer or the principals thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership interest in another Proposer for the same contract. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

1.8 Expedited Purchasing Program

Pursuant to Ordinance 07-49, the County has created a pilot program for expedited purchasing, subject to terms and conditions as outlined in Section 2-8.1.6 of the Code of Miami-Dade County. The program shall be referred to as the Expedited Purchasing Program (EPP). Due to the expedited nature of County projects issued under the EPP, participating vendors should anticipate a shortened solicitation timeline for responding. Technical, professional and legal staff may be used to determine best value as set forth in the solicitation documents without the need to utilize the formal Selection Committee process established by the County. The County Mayor's or designee's written recommendation to award a contract under the EPP shall be sufficient to commence the bid protest period and terminate the Cone of Silence. Any legislation contrary to the provisions of the EPP shall be deemed suspended or amended as necessary to give effect to the intent of this ordinance during its effective term.

2.0 SCOPE OF SERVICES

2.1 Background

Miami-Dade Public Library System (MDPLS) has 49 branch locations and two bookmobiles, serving more than 8 million visitors each year. Patrons of MDPLS have access to a collection of more than 3.8 million books and materials, 1735 public computers, 120 Self-Checkout machines, Wi-Fi at every location, and a wide range of

digital resources, including downloadable e-books, audio books, music and videos. MDPLS offer over 150 databases, covering areas such as health, biography, psychology, science and technology, and travel and careers, and provide more than one thousand literary, cultural and educational programs each month. PDPLS continues to be a leader in its class, earning the 2008 National Medal for Museum and Library Services, the nation's highest honor for museums and libraries.

The funding model for MDPLS is that of a special taxing district. Currently, four cities (Hialeah, North Miami, North Miami Beach and Miami Shores) maintain their own municipal public libraries, and are not part of the special taxing district. In consideration of establishing a Countywide taxing model, the County is requesting proposals from qualified consultants to analyze all the available libraries services within the special taxing districts and conduct a feasibility study to assess the real and substantial benefits provided by the MDPLS to cities not in the special taxing district.

The study must focus on the following critical questions:

- 1) What are the benefits of the **indirect** services and resources provided by MDPLS?
- 2) What are the benefits of the **direct** services and resources provided by MDPLS?
- 3) What are the benefits of the **future planned** services and resources provided by MDPLS?

The study must include, but not limited to, the collection and reporting of current comparable data from MDPLS and municipal libraries in the County.

2.2 Preferred Qualification Requirements

The selected Proposer should have:

- 1) A minimum of three years recent experience in performing similar studies for municipal libraries or library systems in special taxing districts. More specifically, this experience shall include the use of nationally recognized relief factors and methodologies for determining results and making comparisons between library systems.
- 2) Knowledge of public library operations and services.
- 3) Knowledge of government funding.
- 4) Verifiable experience in data collection and analysis.
- 5) Excellent written and communication skills.
- 6) Membership in and affiliations with professional library associations.

2.3 Required Services and Deliverables

The Library Analysis Report must be completed in its entirety and accepted by the County no later than _____, 2013. Teleconferencing or other electronic communication between the selected Proposer and the County may occur periodically, or as required by the County Project Manager.

The County's Project Manager will review all draft interim reports and provide the selected Proposer with feedback within seven (7) working days of receipt of said documents. The selected Proposer shall provide one hard copy and one CD, or other approved format, of the final individual report, after incorporating County's feedback. Said documentation will be submitted to the County Project Manager, no later than fourteen (14) working days after the County has returned the initial draft report to the selected Proposer.

A. Project Planning Meeting

The selected Proposer shall participate in an in-person project planning meeting with the County. The project planning meeting will be scheduled by the County Project Manager. The County will issue a Notice to Proceed (NTP) when the contract award requirements have been met. The project planning meeting with County staff shall take place after the award of the Contract, but no later than five (5) days after the NTP.

In order to allow the County to prepare the data sources that may be required for the tasks herein, the selected Proposer shall submit a draft Plan of Action to the County's Project Manager for review and

approval at the project planning meeting. The selected Proposer shall work closely with the County Project Manager to finalize the Plan of Action. The Plan of Action should include a detailed project work plan, timelines, deliverables and monitoring procedures that will result in a successful assessment.

The County will review and submit its recommendations on the draft Plan of Action, no later than five (5) days after the project planning meeting. The selected Proposer shall incorporate the County's recommendations therein, and shall provide one electronic copy of the Final Plan of Action to the County Project Manager no later than five (5) days after the receipt of the County's final recommendations.

Upon approval of the Plan of Action by the County, the remaining tasks, as outlined below shall commence immediately.

B. Tasks:

In order to assess and summarize the future and evolving user needs, as well as the capabilities of the MDPLS to meet those needs, professional assistance is needed to accomplish the following scope of work.

The selected Proposer shall:

- 1) Facilitate collaborative meetings between the four cities that maintain their own municipal public libraries (Hialeah, North Miami, North Miami Beach and Miami Shores); Director of the MDPLS; President of the Friends of the Library, Miami-Dade Library Advisory Board; and other stakeholders
- 2) Conduct an initial survey of County residents to determine public perception of the existing library direct and indirect services and resources. A second survey shall be conducted to assess public support for future planned services.
- 3) Based on the information gathered from the public surveys and meetings, identify desired and realistic types of improved or new library services that would be available to residents of the County through the special taxing districts. Identify needs that are not currently being met and areas of the County that are underserved in public library services.
- 4) Work with the County Finance office to identify revenues that a collaboration effort would generate annually, based on current and projected tax valuation, how the district would be affected, and what impact a collaboration would have on the average household in the County.
- 5) Provide material to educate the public about the benefits of the direct, indirect and future planned services and resources provided by MDPLS, or other proposals and its potential public services or impacts.
- 6) Develop a public presentation to be presented to stakeholders.
- 7) Conduct a legal review of the study.

C. Deliverables

Using the analysis produced from Section B, Tasks above, the selected Proposer shall submit an electronic copy or other approved format of the Draft Library Analysis Report to the County Project Manager, for review and comment, no later than _____, 2013.

The County Project Manager will review the draft report submitted to the County and provide feedback to the selected Proposer within fourteen (14) days of receipt of the draft Report.

The Selected Proposer shall submit one (1) original, and one (1) electronic copy, or other approved format, of the Final Staffing Analysis Report, to the County Project Manager, after incorporating the County's feedback. The Final Library Analysis Report shall be submitted within fourteen (14) days, but no later than _____, 2013, after the County has returned the initial draft report with feedback to the selected Proposer.

2.4 County Responsibilities

The County will provide assistance to the consultant in coordinating and conducting the public meetings, conducting public relations efforts, providing needed resources when possible, and making copies of documents for public meetings when possible.

2.5 Payment Schedule

All payments are contingent upon completion of the required tasks. Completion of a task shall be measured as fulfillment of all services required for that action, including submission to, and final acceptance by the County of any deliverable for the action, unless otherwise negotiated.

An initial payment of up to 30% of the contract amount, for services rendered will be made upon approval of the Plan of Action (see Section 2.3(A) above), by the County's Project Manager or designee. The remaining balance, 70% of the Work Order amount, for services rendered will be paid upon completion, defined as the completion of all assigned tasks and the acceptance of the Final Library Analysis Report as applicable by the County's Project Manager

3.0 RESPONSE REQUIREMENTS

3.1 Submittal Requirements

In response to this Solicitation, Proposer should return the entire completed Proposal Submission Package (see attached). Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required.

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate responses are not requested or desired.

4.0 EVALUATION PROCESS

4.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

4.2 Evaluation Criteria

Proposals will be evaluated by an Evaluation/Selection Committee which will evaluate and rank proposals on criteria listed below. The Evaluation/Selection Committee will be comprised of appropriate County personnel and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the Evaluation/Selection Committee is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per Evaluation/Selection Committee member.

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer's relevant experience, qualifications, and past Performance	40
2. Relevant experience and qualifications of key personnel, including key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors	15
3. Proposer's approach to providing the services requested in this Solicitation	35
 <u>Price Criteria</u>	 <u>Points</u>

Please provide three client references below:

Project Title:

Client Name:

Contact Number:

Scope Description:

Project Title:

Client Name:

Contact Number:

Scope Description:

Project Title:

Client Name:

Contact Number:

Scope Description:
