

POLICY TITLE: Engagement of Professional Services

ADOPTION/LAST REVISION: Adopted 8-10-93, Revised 4-9-02, Revised 2-11-03

POLICY:

It is the policy of the Marshfield Public Library to retain necessary consultant services on the basis of demonstrated competence and qualification for the type of services required at a fair and reasonable cost.

PROCEDURE:

All consulting services engaged by the Marshfield Public Library from independent professional consultants or contractors in an amount exceeding \$10,000 for an individual project (or \$15,000 annually for ongoing projects or programs) shall be subject to this policy. Legal services are specifically excluded from this policy.

When a project is identified that requires professional services that will or may result in consultant fees exceeding \$15,000, the library director or responsible library committee will draft a **Scope of Services** to be performed by the consultant(s) to the project. This Scope of Services will define the services to be rendered by the consultant or contractor and the relationship of these services to the total project scope. The Scope of Services, as well as the proposed plan for soliciting proposals and the criteria for evaluating all proposals received will be submitted to the library board for authorization to initiate the process for engaging professional services.

Whenever possible, the library will prepare and disseminate a final Request for Proposals (RFP) or a similar document to elicit written proposals for professional services.

The RFP, or similar document, shall minimally require the responding consultants or independent contractors to address the following factors:

1. The respondent shall state the firm's or independent contractor's capabilities to perform the full scope of services outlined by the library, and shall identify any proposed use of any subconsultants, if appropriate;
2. The respondent shall indicate whether any services will be subconsulted;
3. The respondent shall indicate the firm's or independent contractor's ability to meet required time schedules;
4. The respondent shall include resumes of the principal or project manager or single point of contact to be assigned to the engagement;

5. The respondent shall address his/her intended use or intended interaction with library staff, as well as his/her intended use of library offices, materials or equipment, or other library property;
6. The respondent shall provide a list of similar projects that the firm or independent contractor has been involved with, as well as references of persons who can address the firm's or independent contractor's capabilities; and
7. The respondent shall provide a statement of the anticipated compensation for the services provided under the contract for this engagement.

Additionally, the RFP, or similar document, shall identify a deadline for the receipt of proposals from interested persons or firms; shall include a timetable and process for the library's evaluation of all proposals or statements of qualifications; and shall identify the library's criteria by which all proposals will be screened and evaluated.

An ad hoc screening and selection committee may be convened by the library director or the responsible library committee as appropriate, for the purpose of reviewing all proposals, interviewing prospective consultants, and formulating a final recommendation for a consultant to be forwarded to the library board for final approval. However, if a standing committee decides to delegate the interview process to a subcommittee, it shall indicate such action in the form of a motion approved by the entire committee. In situations where this work is delegated to an ad hoc screening and selection committee or a subcommittee, such committee shall forward its recommendations first to the standing committee, which will then forward its selection recommendation to the library board for final approval.

CONTRACT EXECUTION:

The library board's authorization to engage professional services shall be demonstrated by its consideration and approval of a professional services agreement or contract. All professional services agreements or contracts shall be reviewed and approved by the City Attorney, and shall be executed by the library director.

Reference: City Policy 4.810 Engagement of Professional Services