

ATTACHMENT A

RFP DOCUMENT

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

The Department of Human Resources, on behalf of the San Francisco Public Library Commission (“Commission”), is soliciting a proposal to assist the Commission in selecting a City Librarian. The successful firm will undertake a national search for highly qualified candidates including, facilitating community engagement processes; developing a candidate profile; developing an electronic recruitment brochure; providing outreach and other marketing services; screening of candidates; developing and presenting qualified candidates to the Commission for consideration; developing and facilitating the candidate interview process with the Commission; and conducting initial vetting of the finalists prior to presentation to the Mayor. Please submit your proposal via email to Christina.brusaca@sfgov.org by **Wednesday, May 2, 2018 2:00 p.m. PDT.**

Background

About The Library

The San Francisco Public Library (“SFPL” or “Library”) has been recognized as a top innovator by the Urban Libraries Council in establishing forward thinking, progressive approaches to library service. SFPL embraces its role as the most democratic of institutions, providing safe and welcoming facilities for all members of the community. Through a robust array of services and programs, the Library places an emphasis on literacy and learning, digital inclusion, social justice, equity, and healthy communities. The SFPL system is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

SFPL includes the Main Library, an anchor institution in the city’s civic center, two administrative services buildings and twenty-seven branch libraries that serve all neighborhoods throughout San Francisco (“the City”). With a collection of more than 3.5 million items, and circulation exceeding 10 million each year, SFPL serves over 6.5 million visitors annually.

About The Position

The City Librarian is appointed by the Mayor and reports to the seven-member Library Commission appointed by the Mayor. Under the general policy and fiscal/budget direction of the Library Commission, the City Librarian will be responsible for planning, managing, and directing the Library’s operations; developing and implementing Library’s policies and procedures related to all areas of Library’s services and programs; overseeing the department’s annual operating and capital budget of approximately \$160 million; ensuring the provision of effective public services to meet today’s evolving diverse community need; and representing the Library externally to City agencies, policymakers, community organizations, and other stakeholders.

Along with leading a strong executive leadership team, the City Librarian will continue to advance SFPL’s strategic priorities: Literacy and Learning, Youth Engagement, Partnerships for Excellence, Organizational Excellence, and Digital Strategy to ensure that “SFPL remains a welcoming, vital, and integral part of San Francisco life.”

Proposal

The proposal should include the following services:

1. Conduct information gathering session(s) with members of the Commission to seek input on the position and ideal candidate;
2. Conduct community engagement processes, including facilitating up to three (3) community/stakeholder meetings; one (1) internal Library staff meeting, deploying at least one online survey to seek feedback to obtain input on the position and ideal candidate;
3. Synthesize input and develop a candidate profile;
4. Develop an electronic recruitment brochure;
5. Conduct a national search for highly qualified candidates;
6. Screen all interested candidates;
7. Develop and present qualified candidates to the Commission for consideration, with recommendations of most qualified candidates;
8. Develop and facilitate selection interviews with the Commission;
9. Conduct initial vetting of finalists prior to presentation of finalists to the Mayor;
10. Process appropriate candidate expenses (including, but not limited to, candidate travel and lodging, pre-authorized community and stakeholder engagement expenses); and
11. Other marketing and consultation services as needed and determined by DHR.

The proposal must also include a timeline for delivery of the services identified above. Proposals may be presented and discussed in an open session of the Commission. Firms should be prepared to answer questions by the San Francisco Public Library Commission (tentative meeting dates are May 17, 2018 and/or June 21, 2018 at 4:30 p.m.).

Submission Deadline

Please submit your proposal via email to Christina Brusaca at Christina.brusaca@sfgov.org by **Wednesday, May 2, 2018, 2:00 p.m. PDT.**

Evaluation

Proposals will be evaluated based on the following criteria:

1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry;
2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment;
3. Approach for the recruitment and selection of candidates;
4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position;
5. Experience and expertise of the firm's team that will be involved in the recruitment process; and
6. Proposed schedule and cost.

Contact

Questions on the proposal must be submitted via email to Christina Brusaca at christina.brusaca@sfgov.org by Friday, April 20, 2018, 2:00 p.m. PDT.

Communications

Interested parties are directed NOT to contact any employees or officials of the City other than those specifically designated in this proposal. Unauthorized contact may be cause for rejection of proposals at the City's sole and absolute discretion.