



PONTIAC PUBLIC LIBRARY

REQUEST FOR PROPOSAL

The Pontiac Public Library Board of Trustees is issuing this RFP (Request for Proposal) to solicit sealed proposals from Library Director Search Firms who specialize in locating qualified Library Director candidates, assessing compatibility, and organizing each candidate's information into one format in which all candidates can be compared.

The Library reserves the right to accept or reject any or all proposals, either in part or in whole to waive any formalities and to accept the proposal which it believes to be in the best interest of the Library.

The selected Search Firm shall agree to indemnify, defend, and hold harmless the Library, its officers, agents, and employees from and against all claims, losses, costs or damages caused by its acts or those of its agents, or anyone for whom it may be responsible.

SCOPE OF WORK

The Pontiac Public Library is located in downtown Pontiac, Michigan. The Library is currently without a Library Director. The Library is seeking Library Director Search Firms who specialize in locating qualified Library Director candidates, assessing compatibility, and organizing each candidate's information into one format in which all candidates can be compared.

SELECTION CRITERIA AND PROCESS

The Pontiac Public Library Board of Trustees will review submitted proposals and select a Library Director Search Firm based on (in order of priority):

- Cost
- Expertise and experience
- Range of services offered

Proposals from Library Director Search Firms should be hand delivered in hard copy form and submitted in a sealed envelope and addressed to Pontiac Public Library 60 East Pike Street Pontiac, Michigan 48342 "Attention Pontiac Public Library Board of Trustees" or submitted via email to the email address below by **Monday, April 25th, 2022 no later than 8pm.**

**The contact person for this RFP:
Edmond Richardson, Interim Library Director
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