MEMORANDUM

To: All Interested Vendors

From: Edward Woda
Procurement Manager

Date: September 4, 2020

Subject: Addendum No. 1
RFP 20-007 – Government Relations and Advocacy Services for the Metro Libraries of Ohio
Summary of Pre-Proposal Conference
Questions and Answers Submitted in Writing
Attachments

Part I. Summary of Pre-Bid Meeting

On Thursday, September 3, 2020 at 12:00 PM the Columbus Metropolitan Library (“CML”) conducted a pre-proposal meeting for the RFP for Government Relations and Advocacy Services for the Metro Libraries of Ohio. The pre-proposal meeting was held electronically through a Microsoft Teams meeting, which attendees were provided in advance of the meeting. CML sent the following representatives:

Nikki Scarpitti, Director, Strategic Initiatives and Advocacy
Edward Woda, Procurement Manager
Wanda Dixon, Procurement Analyst
Dan Jones, Procurement Manager

The following individuals from the Metro Libraries of Ohio were present:

Pat Losinski, CEO, Columbus Metropolitan Library
Pamela Hickson-Stevenson, Director, Akron & Summit County Public Library
Tim Kambitsch, Director, Dayton Public Library

The following companies sent representatives:

Barnes Thornburg
Bricker & Eckler
CJR Group Inc.
Capitol Partners
Hicks Partners
New Visions Group
Mr. Losinski began the meeting with introductions of members of the Metro Libraries of Ohio and provided general background information on this engagement. Mr. Woda presented the powerpoint presentation that can be found in the attachments section of this addendum. Ms. Scarpitti provided some additional context on this engagement to the meeting participants. Company representatives were provided the opportunity to ask questions on the solicitation and selection procedures. No questions were offered.

Part II. Questions and Answers Submitted In Writing

Q1: Can CML provide a list of firms that were invited to participate in this solicitation?

This list of vendors in no way conveys CML’s preference of firms or that of the Metropolitan Libraries of Ohio. This solicitation has been publicly solicited on the CML website and is open to all interested vendors.

Part III. Attachments

• Pre-Proposal Meeting Presentation

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE ITB DOCUMENTS
Pre-Proposal Meeting
CML RFP 20-007
Government Relations and Advocacy Services for the Metro Libraries of Ohio

Edward Woda
Procurement Manager
September 3, 2020
12:00 PM
Agenda

• Introduction
• Background information
• Review of Scope of Work
• Contract Administration
• Price Submission
• Review of Submission Requirements
• Review of Evaluation Methodology and Selection Process
• Questions
Background Information

The Metro Libraries of Ohio is comprised of nine (9) of the largest public library systems in Ohio. They are Akron-Summit County Public Library, Public Library of Cincinnati and Hamilton County, Cleveland Public Library, Toledo Lucas County Public Library, Public Library of Youngstown and Mahoning County, Dayton Metro Library, Columbus Metropolitan Library, Cuyahoga County Public Library, and the Stark County District Library. These library systems collectively serve approximately sixty percent (60%) of the State’s population, and therefore have unique needs and insights into the administration of library services in Ohio’s largest library systems.

As such, the Metro Libraries of Ohio seek the services of a qualified Contractor to provide government relations and advocacy Services to represent these needs to members of the Ohio General Assembly and the Executive Branch (including Executive Agencies).
Scope of Work

Pages 4 & 5 of the Solicitation Documents

• At the beginning of the engagement with Metro Libraries of Ohio, Contractor will present a Government Relations Plan to outline priorities and key action items for the year.

• Regularly conduct research on pending legislation, executive, and administrative action that is of interest to the Partner Libraries;

• Coordinate advocacy efforts and maintain proactive, consistent communication at regular intervals with the Ohio Library Council (OLC).

• Provide prompt updates of the progress of Legislation and Executive action that is of interest to the Partner Libraries;
Scope of Work

Pages 4 & 5 of the Solicitation Documents

• Conduct meetings with members and staff of the Ohio General Assembly and the Governor’s Administration;
• Set up and attend meetings between Metro Libraries of Ohio and members of the Ohio General Assembly and Administration;
• Represent the Partner Libraries at legislative meetings, legislative committee meetings/hearings, and Executive branch hearings/administrative forums, which shall include but shall not be limited to, scheduling testimony and developing testimonial materials;
• Arrange and attend site visits by elected officials and staff at Metro Libraries of Ohio locations.
• Develop and distribute position papers, legislative memoranda, and other printed materials on relevant legislative and executive issues;
• Annual fee for all Metro Libraries. This fee will be split among the Metro Libraries and will be specified in each specific agreement.

• Blended Hourly Rate for Additional Services will be established for ad-hoc services not otherwise included in the scope of work.
Contract Administration

Page 6 of the Solicitation Documents

• The Columbus Metropolitan Library is the facilitator of this RFP on behalf of the Metro Libraries and will be responsible for handling any administrative issues related to the Administration of this Agreement. However, the selected Contractor will be required to establish simultaneous identical agreements with all of the Partner Libraries that comprise the Metro Libraries of Ohio.

• This RFP, including any addenda, and the selected Contractor’s response, will be incorporated into each Agreement. Any and all billing and payment issues between the Contractor and the Partner Libraries shall be settled independently of the other Partner Libraries.

• All reporting and documentation requirements may need to be entered on behalf of each entity that the Contractor has an established contract.
Submission Requirements

• Proposals are due **September 15, 2020 at 12:00 PM**.
• All proposals must be submitted via email to procurement@columbuslibrary.org.
  – The technical proposal and cost proposal must be submitted in separate files.
  – Please make no reference to your price in the technical proposal.
• Details of the submission requirements can be found on Pages 11-14.
Evaluation Methodology & Selection Process

Pages 16-18

• Representatives of the Metro Libraries will form an evaluation committee to review the technical submissions.

• The average score of all members will be used to establish the raw score for each responsiveness criteria, which will then be multiplied by the criteria weight to obtain the extended score.

• Detailed cost information will not be shared with the evaluation committee, however, the cost score will be shared.

• Vendors may be invited to provide a presentation to the representatives of the Metro Libraries on their approach, skills, and experience.
Evaluation Methodology & Selection Process

• The procurement staff will share detailed cost information with members of the evaluation team. Once scores are finalized, detailed cost information will be shared with members of the evaluation committee.

• The composite score – technical and cost score – will be calculated and the procurement team will work with the vendor with the highest composite score to finalize an agreement.