COLUMBUS METROPOLITAN LIBRARY

Request for Proposal

Executive Search Firm Services

Issue Date: April 9, 2024

RFP Number: CML # 24-013

Issued by
Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal
Tuesday, April 16, 2024
No later than 12:00 NOON EST
The Columbus Metropolitan Library ("CML" or "Library") is issuing this Request for Proposal ("RFP") Executive Search Firm Services ("Project"). The RFP Identification Number is CML #24-013.

Proposals must be received by the Procurement staff at the Columbus Metropolitan Library via email to procurement@columbuslibrary.org no later than 12:00 PM on Tuesday, April 16, 2024. Any Proposal ("Proposal") arriving after 12:00 PM will be marked late and will receive no consideration for selection to provide the specified services.

All questions or requests for clarifications should be submitted no later than 12:00 p.m., on Friday, April 12, 2024 to the proposal due date to procurement@columbuslibrary.org. All questions will be answered via an addendum and posted on the CML website.

The Proposer ("Proposer") declares to have read, understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFP and agrees to fulfill the requirements of any contract ("Contract") for which it is selected to provide the specified services at the prices proposed.

The Proposer certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFP, including certified statements, is accurate and complete.

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<thead>
<tr>
<th>Federal Taxpayer Identification Number (TIN)</th>
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<tbody>
<tr>
<td>Name of Person Signing the Proposal (Please print or type)</td>
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<tr>
<td>Proposer Name</td>
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<td>Mailing Address</td>
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<td>City</td>
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<tr>
<td>Contact Person</td>
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<tr>
<td>E-mail Address</td>
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<tr>
<td>Authorized Signature (Original signature or DocuSign accepted)</td>
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THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.
OVERVIEW

The Columbus Metropolitan Library is seeking competitive proposals ("Proposals") from qualified and experienced executive search firms to assist with the recruitment and hiring of a Chief Executive Officer (CEO) for Columbus Metropolitan Library.

SCOPE OF SERVICES
The board requires executive search services to support the identification and selection of a Chief Executive Officer due to the retirement of the current CEO. At the direction of the President of the Columbus Metropolitan Library Board of Trustees ("Board") and the Search Committee, the qualified search firm should address how it will engage in the following activities:

1. Work and Communicate with the Board President and Search Committee
   - Work with the Board President and Search Committee through all phases of the search and selection process. The Search Committee will include the Board President, Vice President, and Immediate Past President. Solicit input from the Search Committee through meetings and interviews to understand the role, responsibilities, qualifications, and appropriate experience needed for the position. Provide regular updates to the Board President and Search Committee. Attend meetings of the Search Committee and other meetings as requested.

2. Develop a Timeline
   - The timeline with key deliverables should be described in the proposal, and will be finalized in conjunction with the Board President and Search Committee

3. Develop a Position Profile and Outreach Plan
   - Review and suggest updates to the existing CEO job description (See Appendix B). Assist with the cultivation of a search profile for the CEO position, and support and assist in the development, advertisement, and distribution of the position announcement.

4. Develop Selection Criteria
   - Support the Search Committee in the development of selection criteria based on the position profile and the job description.

5. Identify a Diverse Group of Applicants
   - Identify a diverse pool of qualified candidates that include national, regional, in-state, and local candidates, from those actively pursuing a job change as well as those who may not be in the job market to ensure a diverse pool of innovative leaders.

6. Target Outreach
   - Source job candidates through a number of different channels including proactively reaching out to candidates in the marketplace that may not be actively seeking the position, accessing the firm’s network of qualified CEO candidates, advertising in recognized publications likely to attract qualified candidates, and other best practice recruitment strategies utilized in the industry.

7. Engage Stakeholders in the Recruitment Process
   - Recommend and gain approval from the Board President on the process for engaging stakeholders including the Search Committee, the Board, and other stakeholders including, but not limited to the Columbus Metropolitan Library Foundation, Friends of the Columbus Metropolitan Library, Library leadership, staff, donors, etc.
8. Screen Candidates and Provide Profiles
   • Screen and interview candidates as appropriate to ascertain the suitability of potential candidates. Provide to the Search Committee candidate profiles, including written materials submitted by the candidates, preliminary references, background reports, and other available, relevant information. The extent of the screening to be conducted by the selected firm will be determined by the Board President.

9. Candidate Interviews and Assessments
   • Support and assist the Search Committee and the Board during all candidate interviews. Arrange candidate interviews, design interview questions, develop an extended interview/presentation process, prepare the Search Committee for interviews, execute the interview process, and assist in the assessment process.

10. Perform Reference and Background Checks on Top Candidates
11. Final Selection of Candidate
   • Support and assist the Search Committee and the Board with final selection and negotiations with the selected candidate, and the development of strategies for successful candidate retention.

12. Failed Search
   • Provide a plan for mitigating a failed search.

13. Other Activities
   • Identify other activities relevant to the CEO search that would result in a diverse pool of innovative candidates.

SEARCH FIRM QUALIFICATIONS
Proposers will be evaluated with an emphasis on the following attributes:

1. Demonstrated expertise completing Chief Executive Officer level searches, especially successful searches in public libraries and/or similar public or non-profit organizations.
2. Recognition as a leader in executive searches that reflect a commitment to diversity, equity, and inclusion, and that place successful candidates in similar institutions or entities.
3. Adequate staffing and other resources to sustain and complete the search and mitigate a failed search.
4. Demonstrated track record of client success conducting executive-level searches, especially within public libraries or similar sectors.
5. Understanding and demonstrated knowledge of the Columbus Metropolitan Library and CML’s values, purpose, vision, strategies, and outcomes as well as CML’s role in the community we serve.
GENERAL INSTRUCTIONS

Proposers shall comply with the specifications and attachments in the proposal documents. The Proposer shall examine attachments prior to submitting a Proposal. The submission of a Proposal shall be evidence that this requirement has been met.

The Proposer shall comply with all applicable laws, rules, and regulations of the State of Ohio, Franklin County, and local jurisdictions.

PROPOSAL SUBMISSION REQUIREMENTS

1. Proposers are cautioned to carefully review all parts of the RFP. No allowance may be made for any error or negligence of the Proposer.

2. Proposals are to be prepared in such a way as to provide a straightforward, concise description of the Proposer’s capabilities to satisfy the requirements of this RFP and provide sufficient information to fully establish the Proposer’s ability to perform all the actions, activities and functions described in this RFP.

3. Emphasis should be on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness and clarity of content and should minimize extraneous marketing materials.

4. Costs for developing the Proposal are entirely the responsibility of the Proposer and shall not be chargeable to the Library.

5. The Proposer must address all the requirements listed in the Request for Proposal. All Proposals must be emailed to procurement@columbuslibrary.org, with the Proposal Identification Number CML #24-013, title, and Proposer’s name in the subject line of the email and the file names.

PROPOSAL SUBMITTAL APPROACH

Each Proposer must submit a Technical Proposal and a Cost Proposal as part of its Proposal package. Proposals must be submitted as two (2) separate components – Technical Proposal and Cost Proposal in separate files.

Each Technical Proposal package must be clearly marked “CML #24-013 Executive Search Firm Services – Technical Proposal”.

Each Cost Proposal package must be clearly marked “CML #24-013 Executive Search Firm Services – Cost Proposal”.

IMPORTANT: Technical Proposals must not contain cost or pricing information.
To facilitate the comparison of Proposals, Technical Proposals shall be organized into the following marked or tabbed sections:

**1. Cover Letter**

A cover letter, on the Proposer’s letterhead, shall be submitted and shall include, but need not be limited to, the following information:

- A. The signature of a person authorized to bind the Proposer legally to the extent of work and financial obligation outlined in its Proposal.
- B. A statement that the prices will be valid through the term of the contract.
- C. A summary of the submitted Proposal and a brief statement of the Proposer’s qualifications to meet all requirements as described in this RFP.
- D. A statement that the Proposer agrees to and accepts all terms and conditions contained herein.
- E. A statement that the Proposer understands all requirements of the RFP.

**2. Executive Summary**

The firm should provide a summary of its organization, its qualifications, team members assigned to the project, and its proposed approach for working with the Library.

**3. Services and Management Approach**

In this section, you should describe your approach to the delivery of services included in **Scope of Services**, above. All responses should include a plan for performing the services which articulates what services and the level of effort required for the engagement. Included an estimated timeline for completion of the work and suggestions for the Library Board of Trustee’s options for staffing the search process.

**4. Statement of Firm Qualifications**

All Proposals must include a statement of qualifications, experience and description of the firm and its history. The response should specifically indicate the Proposer’s current and historical expertise in providing the Executive Search Services identified in the RFP. Highlight experience conducting executive level searches and successful placements for public libraries and organizations similar to the libraries Describe experience in any specialty areas or unique expertise.

**5. Staff Qualifications**

Identify the key personnel assigned to perform services for the Library, and who will provide continuing support throughout the term of the Contract. Provide resumes stating qualifications for key personnel and provide a statement as to the availability, continuity, and accessibility of the individuals who would be assigned to manage the Library’s searches.
6. **Cost Proposal**
Provide Cost Proposal for scope of services including fixed costs, fees, expenses, reimbursable costs, and any other anticipated costs. Considerations include:

A. Would the Offeror consider a fixed fee regardless of the final compensation provided to the successful candidate?
B. What expenses are to be billed to the Library? Will there be any mark-up on expenses? Describe in detail the expenses reimbursement expectations.
C. Describe the terms and conditions of any performance guarantee.

7. **References**
Provide at least five (5) references where similar services to public libraries or similar institutions have been provided within the past three (3) years. Include the name of the firm/organization, the year the project was implemented, the complete mailing address, and the name, telephone number and email address of the contact person.

8. **Other Items**
Proposers should also include the following in their proposal submissions:

A. A completed W-9 Form
B. Completed Supplier Diversity Form (Appendix A)

**ADDITIONAL INFORMATION**

1. Addenda to this RFP will be posted on the Columbus Metropolitan Library website: [www.columbuslibrary.org/about/doing-business](http://www.columbuslibrary.org/about/doing-business) and will be emailed to vendors if vendor email addresses are available. Proposers are responsible for any information provided in all issued addenda.

2. Correct and proper invoices will be paid within 30 days of receipt. Invoices are to detail the services provided, the date and detailed costs and are to be submitted on company letterhead, to the e-mail address on the Library’s purchase order. Refer to the terms and conditions herein for additional information regarding payment.

3. Times referenced herein are Columbus, Ohio local time.

4. CML is a tax-exempt entity.

5. Submission of a Proposal in response to this RFP is the Proposer’s acknowledgment that subjective criteria may be used in the evaluation of Proposals. The Award shall be made to the responsive and responsible Bidder determined to be the most advantageous to the Library. Price, although an important consideration, will not be the sole determining factor.
QUESTIONS
All questions regarding this RFP must be sent to procurement@columbuslibrary.org and must reference the RFP Identification Number and title of the RFP no later than 12:00 p.m. on Friday, April 12, 2024. CML will post written responses to all properly received questions no later than 12:00 p.m. on Monday, April 15.

Answers to all questions will be documented and posted on the “Doing Business with the Library” page of the Library’s Web site at www.columbuslibrary.org/about/doing-business.

PROJECTED TIMELINE
The projected timeline for this RFP process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Target Completion Date</th>
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<tr>
<td>Issuance of RFP Inquiry Period Begins</td>
<td>April 9, 2024</td>
</tr>
<tr>
<td>Inquiry Period Ends</td>
<td>April 12, 2024 (12:00 PM)</td>
</tr>
<tr>
<td>Final Response to Vendor Questions</td>
<td>April 15, 2024 (12:00 PM)</td>
</tr>
<tr>
<td>Due Date</td>
<td>April 16, 2024 12:00 p.m. (12:00 PM)</td>
</tr>
<tr>
<td>Selection of Successful Offeror</td>
<td>TBA</td>
</tr>
</tbody>
</table>

CML reserves the right to modify this schedule at CML’s discretion. Notification of changes in the response due date would be posted on the CML website or as otherwise stated herein. All times are Eastern Time.
The Search Committee will review all Proposals and evaluate responses to the RFP.

1. CML will form an evaluation committee to review and evaluate proposals. The following criteria weights will be assigned:
   a. Total cost – 100 Points
   b. Proposer’s attributes as compared to the SEARCH FIRM QUALIFICATIONS outlined above – 400 Points
   c. Proposer’s responsiveness to RFP requirements - 400 Points
   d. Previous Experience working on CML projects and/or input from references – 100 Points
   e. Total Allowable Points - 1,000 points

2. CML may invite any or all Proposers to present an oral presentation on the specifics of their technical and/or price submission. Proposers will be provided with sufficient notice to prepare.

3. Members of the CML evaluation committee may choose to retain their original technical score following the oral presentation or may choose to re-score any or all Proposers following oral presentations. The final score will be collected and recorded by the CML procurement staff.

Evaluation of Quality of Proposer’s Proposal:

Members of the CML evaluation committee will utilize a zero (0) to five (5) scale to evaluate each proposal. Members of the evaluation committee will apply the scoring formula outlined below:

<table>
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<th>Score</th>
<th>Quality Description</th>
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<tr>
<td>Zero (0)</td>
<td>Unsatisfactory  Does not conform to CML requirements.</td>
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<tr>
<td>One (1)</td>
<td>Poor  Conforms to CML requirements in a limited manner</td>
</tr>
<tr>
<td>Two (2)</td>
<td>Satisfactory  Generally meets CML requirements with limitations.</td>
</tr>
<tr>
<td>Three (3)</td>
<td>Good  Meets CML requirements as written.</td>
</tr>
<tr>
<td>Four (4)</td>
<td>Excellent  Meets and generally exceeds CML requirements as written.</td>
</tr>
<tr>
<td>Five (5)</td>
<td>Outstanding  Exceeds CML requirements in all aspects.</td>
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Members of the CML evaluation committee will review the completeness and comprehensiveness of all proposals. CML will place emphasis on the quality and comprehensiveness of the proposal, including the understanding of the requirements by the Proposer, Proposer’s qualifications, quality of the proposed solution, organizational history and capacity, experience, and references.
**Evaluation of Proposer’s Cost Proposal:**

CML will rank costs on a relative basis to determine the cost score. The Proposer’s cost score will be assigned in the following manner:

\[
\text{Total Cost Score} = \left( \frac{\text{Lowest Responsive Price Proposal}}{\text{Cost of Proposer’s Proposal Submission}} \right) \times 100 \text{ Points}
\]

**Example:** 
\[
\left( \frac{\$50,000}{\$75,000} \right) \times 100 \text{ Points} = 67 \text{ Points (of a possible 100)}.
\]

The Total Composite Score will be comprised of the Technical Proposal Score + Cost Score which will not exceed 1,000 points.

The **final decision will be based on the overall RFP response that is deemed most advantageous to the Library, based on the information provided.**

**Contract Award**

The Library is not, by virtue of issuing this RFP, obligated to enter into a Contract and reserves the right to not issue a Contract as a result of this solicitation.

CML will enter into negotiations with the Proposer with the highest composite score following the final technical scoring by the evaluation committee. The selected Proposer will be invited to negotiate a contract with CML. The contents of the selected proposal, together with the RFP and any formal questions and answers generated during the proposal process, will be incorporated with and made part of the final contract as developed by CML. Should negotiations fail to result in a signed contract within thirty (30) days, CML reserves the right to terminate negotiations and select the Proposer whose proposal is determined to be the next most advantageous to CML.

All Proposers that respond will receive notification if they have been selected or not.
Standard Contract Terms and Conditions

Contract Components, Entirety, Changes Interpretation

Contract Components: This contract consists of the complete Invitation to Proposal (RFP), including the Instructions and Interpretations to Proposer, the Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications, and any written addenda to the RFP; the completed sealed written Proposal, including proper modifications, clarifications and samples; and applicable, valid Columbus Metropolitan Library (CML) purchase orders or other ordering documents (together referred to as the “Contract”). The terms solicitation and Invitation to Proposal (RFP) have similar meaning and are used interchangeably, where appropriate.

Entire Agreement; Parties to the Contract: This contract is the entire agreement between the individual or entity selected to provide equipment, supplies and/or services on the basis of a Proposal submitted to CML in response to an RFP (referred to as the “Supplier” or the “Contractor” in these Terms and Conditions) and Columbus Metropolitan Library (CML). References to “Vendor” in any of the contract components are deemed to refer to the Supplier or Contractor selected to provide the specified equipment, supplies and/or services that are the subject of the Contract.

Contract Changes: Waivers, Changes or Modifications to this Contract must be made in writing and signed by both parties. If a party to this Contract does not demand strict performance of any item of this Contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance of the term.

Contract Orders: CML will order products, supplies or services under this Contract from the Supplier directly. The Supplier may receive purchase orders by telephone, facsimile, electronically or in person by authorized employees of CML.

Subcontracting: The Contractor may not enter into subcontracts for the Work after award without written approval from CML. The Contractor will not need CML’s written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Work. All subcontracts will be at the sole expense of the Contractor unless expressly stated otherwise in the Contract.

CML’s approval of the use of subcontractors does not mean that CML will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Project in a timely and professional manner. The Contractor will hold CML harmless for and will indemnify CML against any such claims.

The Contractor will assume responsibility for all Deliverables whether it, a subcontractor, or third-party manufacturer produces them in whole or in part. Further, CML will consider the Contractor to be the sole point of contact with regard to contractual matters, including
payment of all charges resulting from the Contract. The Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted.

If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement must also pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor’s remedies, the insurance requirements, record-keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. This exception is applicable only to sections that expressly provide exclusions for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages CML in any way, the Contractor will indemnify CML for the damage.

**Standard Invoice and Payment**

**Invoice:** The Contractor shall submit invoices to Accounts Payable, Finance Department via the following e-mail address: accountspayable@columbuslibrary.org. The invoice must be a proper invoice to receive consideration for payment. A “proper Invoice” is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Supplier noting the areas of discrepancy.

**Payment:** In consideration for the Supplier’s performance, CML will pay the Supplier as invoiced. *Payments will be made by electronic funds transfer (EFT).* For all transactions, the Supplier must have a valid W-9 form on file with the Finance Department. The completed form should be included with the Proposal or mailed to: Finance Department, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215.

**Payment Due Date:** CML will pay invoices 30 days after it has received an invoice for products, supplies and services it has received and accepted.

**Taxes:** Columbus Metropolitan Library is exempt from all federal, state and local taxes as CML is part of Franklin County Government and has a 501 nonprofit status.

**Term of Contract:** This Contract is effective on the date it is fully-executed and will continue until the Project is completed, unless canceled in accordance with the Terms found herein.

**Contract Renewal:** This Contract may be renewed solely at the discretion of CML for a period of one month. Any further renewals will be by mutual agreement of both parties, as stated herein. The cumulative time of all renewals may not exceed two (2) years.

**Delivery**

**F.O. B. The Place of Destination:** Where applicable, the Supplier must provide the products, supplies or services under this Contract F.O.B., the place of delivery/destination, unless otherwise stated. The address of delivery will be specified by
the purchase order or other ordering document. Freight will be prepaid and included, unless otherwise stated.

**Time of Delivery:** [Not required]

**Minimum Orders-Transportation Charges:** [Not required]

**Contract Cancellation; Termination; Remedies**

**Contract Cancellation:** If a Supplier fails to perform any one of its obligations under this Contract, it will be in default, and CML may cancel this Contract in accordance with this section. The cancellation will be effective on the date delineated by CML.

A. **Contract Performance is Substantially Endangered:** If the Supplier’s default is substantial and cannot be cured within a reasonable time, or if CML determines that the performance of the contract is substantially endangered through no fault of CML, CML may cancel this Contract by written notice to the Supplier.

B. **Cancellation by Unremedied Default:** If a Supplier’s default may be cured within a reasonable time, CML will provide written notice to the Supplier specifying the default and the time within which the Supplier must correct the default. If Supplier fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Supplier. If CML does not give timely notice of default to Supplier, CML has not waived any of its rights or remedies concerning the default.

C. **Cancellation by Persistent Default:** CML may cancel this Contract by written notice to Supplier for defaults that are cured but persistent. “Persistent” means three or more defaults. After CML has notified Supplier of its third default, CML may cancel this Contract without providing Supplier with an opportunity to cure, if the Supplier defaults a fourth time. CML shall provide written notice of the termination to the Supplier.

D. **Cancellation for Financial Instability:** To the extent permitted by law, CML may cancel this Contract by written notice to Supplier if a petition in bankruptcy or similar proceedings has been filed by or against the Supplier.

**Contract Termination:** CML may terminate this Contract for convenience after issuing 30 days written notice to the Supplier.

**Remedies for Default:**

A. **Actual Damages:** The Supplier is liable to CML for all actual and direct damages caused by the Supplier’s default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Supplier, and CML may recover the costs associated with acquiring substitute supplies or service, less any expenses or costs saved by the Supplier’s default, from the Supplier.

B. **Deduction of Damages for Contract Price:** CML may deduct all or any part of the damages resulting from Supplier’s default from any part of the price still due on the Contract, after CML has provided prior written notice to Supplier of such default and intent to deduct damages from the Contract Price.
**Force Majeure:** If CML or Supplier is unable to perform any part of its obligation under this Contract by reason of force majeure, the party is excused from its obligations, to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term “force majeure” means without limitation: Acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and any other severe weather; explosions; arrests; restraint of government and people; strikes; and any other like events or any other cause that could not be reasonable foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

**CML Consent to Assign or Delegate.** The Supplier may not assign any of its rights under this contract unless CML consents to the assignment or delegation in writing. Any purported assignment or delegation made without CML’s written consent is void.

**Indemnification:** Supplier will indemnify CML, its employees, members of the Board of Trustees, and its Officers and administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, the Supplier’s performance under this Contract, including the performance by Supplier’s employees and agents and any individual or entity for which the Supplier is responsible.

**Confidentiality:** Supplier may learn of information, documents, data, records and other material that is confidential in the performance of this Contract. Supplier may not disclose any information obtained by it as a result of the Contract without written permission from CML. Supplier must assume that all CML information, documents, data, records or other material are confidential.

**Publicity:** Supplier and any of its subcontractors may not use or refer to this Contract to promote or solicit Supplier’s or subcontractor’s supplies or services. Supplier and its subcontractors may not disseminate information regarding this Contract, unless agreed to in writing by CML.

**Governing Laws; Severability:** The Laws of the State of Ohio govern this Contract, and venue for any dispute will be exclusively with the appropriate court of competent jurisdiction in Franklin County, Ohio. If any provision of the Contract or the application of any provision is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract will remain in full force and effect to the extent that the remaining provisions continue to make sense.

**Workers Compensation:** The Supplier shall carry Workers’ Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio. Failure to maintain Workers Compensation Liability Insurance for the duration of the contract and any renewal hereto will be considered a default.

**Automobile and General Liability Requirements:** During the term of the Contract and any renewal hereto, the Supplier, and any agent of the Supplier, at its sole cost and expense, shall maintain a policy of automobile liability and commercial general liability insurance as described in this clause. Copies of the respective insurance certificates shall be filed with the Procurement Department within seven (7) calendar days after notification by the CML of its selection of the Supplier to provide the specified supplies.
and/or services. Failure to submit the insurance certificates within the time period will result in the Proposer’s Proposal not being considered. Said certificates are subject to the approval of the CML Procurement Manager and shall contain a clause or endorsement providing thirty (30) days prior written notice of cancellation, non-renewal or decrease in coverage will be given to the Procurement Manager. Failure of the Supplier to maintain this coverage for the duration of the Contract, and any renewals, thereto may be considered a default.

**Automobile Liability:** Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Supplier. Any Supplier, broker, or subcontractor who will be on CML property, but not delivering goods or performing services, is required to carry Automobile Liability Insurance that complies with the state and federal laws regarding financial responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than $2,000,000 per accident.

**Commercial General Liability:** The Supplier shall maintain insurance coverage with a $2,000,000 annual aggregate and a $1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate CML as an Additional Insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. The certificate shall be endorsed to reflect a per project/per location General Aggregate limit of $2,000,000. If the Supplier uses an umbrella/excess policy to meet the required limits, it is understood that the policy shall follow from per project/per location basis. It is agreed upon that the Supplier’s commercial general liability insurance shall be primary over any other coverage. The Procurement Department reserves the right to approve all policy deductibles and levels of self-insurance retention.

**Contract Compliance:** The participating CML branches and departments will be responsible for the administration of the Contract and will monitor the Supplier’s performance and compliance with the terms, conditions and specifications of the Contract. If a branch or department observes any infraction such shall be documented and conveyed to the Supplier for immediate correction. If the Supplier fails to rectify the infraction, the department/branch will notify the Procurement Department in order to resolve the issues. These terms and conditions will be used by the Procurement Department to resolve the issues.

**Warranties:** Unless otherwise stated, all supplies shall be new and unused. All products shall carry manufacturer’s warranties in addition to implied warranties. The Supplier warrants all supplies to be free from defects in labor, material, and workmanship (manufacturing) and comply with the contract specifications.
ADDITIONAL TERMS:

1. This Contract represents the entire agreement of the parties hereto and may not be amended except in writing signed by both parties.

2. CML is not responsible for any work or services provided by Contractor prior to the issuance of a P.O. by CML.

4. Contractor will supply its own tools and materials.

5. Contractor will make arrangements for EFT (electronic funds transfer).

6. A completed W9 form is required on file with CML prior to CML issuing payment for services provided by Contractor. The W9 form can be found at:

   http://www.irs.gov/pub/irs-pdf/fw9.pdf. Please fill out the form and return with the signed contract to the Procurement Department of the Columbus Metropolitan Library at 96 S. Grant Avenue, Columbus, OH 43215 or e-mail: procurement@columbuslibrary.org.
The Supplier Diversity Form can be found as a separate document located under the link to this RFP on the library’s Doing Business with the Us web page, https://www.columbuslibrary.org/doing-business/.
Chief Executive Officer Job Description

Reports to: Columbus Metropolitan Library Board of Trustees
Compensation: Set by Board of Trustees

PURPOSE OF JOB

The Chief Executive Officer (CEO) provides strategic leadership for Columbus Metropolitan Library (CML) by working with the Board of Trustees and the Executive Leadership Team (ELT) to develop a shared vision for the future of the Library, build understanding around the organization’s purpose and develop appropriate strategies to pursue the vision. The CEO is responsible for providing both internal and external leadership in support of the Library’s purpose to serve the Columbus and Franklin County community.

This executive position requires authentic leadership, exemplary communication skills, modeling of the Library’s values and desired behaviors, and the ability to lead, mentor and develop staff to foster an engaging culture that delivers timeless value to customers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides vision, leadership and inspiration to advance the image, reputation and effectiveness of CML to external and internal audiences and stakeholders.

2. Serves as the leader of the ELT – comprised of C-level staff who develop an overall strategy, tactical objectives and short and long-term planning for deployment of resources and service delivery to customers.

3. Responsible for administrative oversight for all areas of CML. Fosters an achievement-oriented, accountable environment while establishing credibility and integrity throughout the organization and with the Board as a trusted and effective administrator and community leader.

4. Provides fiscal leadership and planning, in concert with the CFO, based upon the Board’s directives on all financial matters. Spearheads efforts to develop, secure and strengthen revenue sources and assists in raising additional capital within the private, public and government sectors to enable CML to meet its financial goals.

5. Develops the vision for creation, expansion, renovation and transformation of existing and new facilities. Envisions and brings to market an extensive portfolio of customer programs and services, technology and collections to meet and exceed customer demands.

6. Establishes a coordinated and collaborative leadership and organizational structure to all functional areas as well as leadership training and succession planning.
Ensures the environment and tools are present for the growth and development of staff.

7. Develops and nurtures the CEO/Board partnership by establishing and maintaining joint responsibility for a strong working relationship, a system for sharing information and adherence to the governance structure established by the Board; as well as providing the Board strategic and appropriately detailed information for confident decision-making. Provides regular and timely updates on important activities, incidents and performance metrics.

8. Establishes and maintains positive relationships with the key individuals, groups, Columbus Metropolitan Library Foundation, Friends of the Library, businesses, non-profit organizations, civic leaders and professional colleagues and library networks and associations who support the work of the Library. Effective at collaboration and strategic partnership formation.

9. Participates and demonstrates leadership to the body of local, state, national and global professional organizations through multiple channels that enhance the work, brand and reputation of CML.

QUALIFICATIONS AND REQUIREMENTS

1. Master’s degree (MLS, MA, MBA or MPA) from an accredited college or university.

2. Extensive knowledge of library philosophy, principles and procedures.

3. Minimum of seven years of progressively responsible administrative and operational management in a large library environment. Experience in a large, complex, matrixed organization, preferred.

4. Future oriented thinker who can articulate a vision of possibilities and likelihood of their success. Has broad knowledge and perspective; as well as a broad awareness of library principles, standards, measures, programs, services and practices.

5. Well versed in customer and user experience techniques that provide consistent and high-quality customer evaluations.

6. Highly skilled at establishing systems that develop staff at all levels. Able to foster succession planning strategies that allow assigned team members to reach or exceed potential.

7. Can inspire and motivate entire units of the organization and ability to communicate a compelling and inspired vision as well as a sense of purpose.
8. Excellent written and oral communication skills; ability to engage in active listening; ability to articulate purpose and vision and to translate complex issues into ideas, concepts and results.

9. Adept at managing change and risk in ambiguous circumstances; appropriately reflective yet decisive and action oriented.

10. Ability to effectively converse or present in a variety of informal and formal settings – one-on-one, group, peers, direct reports, large audiences, donors, government officials, etc. Command attention, convey an executive presence and manage group process.

11. Adaptive and responsive management style with prioritization and delegation skills.

12. Strong analytical and conceptual skills that foster a creative approach to balancing risk and reward in problem solving. Curious and comfortable with a myriad of data sets to inform and assist with decision making, leadership and execution of programs and services.

13. Ability to relate well and build appropriate rapport and relationships with a variety of people in all levels of the organization, as well as people outside the organization.

14. Recognizes and understands the importance of developing a positive and productive organizational culture that fosters employee engagement and pride in the workplace.

15. Addresses and resolves conflict equitably, seeking common ground and cooperation when possible. Uses diplomacy and tact and can diffuse tense situations.

16. Ability to drive and/or travel for library-related business and events on a local, state, national and international level. Driver’s license and personal vehicle required.

TECHNOLOGY SKILLS
The following is common technology used in this position and is not all inclusive:

1. Microsoft Office Suite
2. Library-related software applications
3. Emerging Artificial Intelligence applications

WORKING CONDITIONS AND PHYSICAL DEMANDS
The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals,
and/or working in moderate outdoor weather conditions). Work requires minimal demand for physical effort.

**DISCLAIMER**

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts or working conditions associated with this job. Additional job duties are to be performed as needed or assigned. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job, unless doing so will cause undue hardship on the operations of the Library.