

REQUEST FOR INFORMATION
Metropolitan Library Service Agency
Coordinating Organization for Club Book Author Program

I. Nature of Project

Metropolitan Library Service Agency (MELSA) seeks an organization to plan and execute the Club Book author program – www.ClubBook.org. MELSA is an umbrella organization that guides and supports the public libraries in the Twin Cities metro area. The Club Book program is made possible with Minnesota Arts and Cultural Heritage Funds.

The Club Book program brings prominent authors to Twin Cities metro area public libraries for conversations with audiences. Club Book features two seasons of author events per year (spring and fall), and each season brings a prominent author to each of MELSA's eight-member library systems (for a total of 16 events per year):

Anoka County Library
Carver County Library
Dakota County Library
Hennepin County Library
Ramsey County Library
Saint Paul Public Library
Scott County Library
Washington County Library

MELSA is seeking an organization to coordinate the Club Book program beginning in spring of 2024. The intention is to enter a one-year contract, renewable for up four years by mutual agreement of both parties.

II. Scope of Work

The coordinating organization will:

- Meet with staff from MELSA and MELSA member libraries to gain an understanding of the Club Book program and an understanding of member libraries' preferences regarding potential topics and authors. MELSA reserves the right to make final decisions regarding the program.
- Schedule author events. Each year features two seasons of author events – spring and fall, and each season features an event hosted in each of the eight MELSA library systems – for a total of 16 events per year. Featured authors should be nationally prominent, award-winning authors.
- Create and manage author contracts.
- Coordinate author flights, lodging, and local transportation.
- Promote the program through printed brochures (approximately 11,000 quantity), media releases, social media, and paid advertising. Generate the

graphics necessary for these promotional purposes. A sample of a recent brochure is included at <https://www.melsa.org/rfi/>

- Distribute printed programs to MELSA member libraries and tailor graphics for MELSA member libraries to aid in in-house promotion (social media, websites, etc.) These graphics may be specific to the event being held at a given library.
- Coordinate with local bookseller(s) to manage book sales at each Club Book program.
- Oversee hosting, maintenance, and updating of program website – www.ClubBook.org.
- Record, edit, and archive Club Book podcasts.
- Attend and facilitate all Club Book events.
- Submit program report to MELSA after each season of events.

III. Request for Information.

Please use the attached form – Addendum A – to submit your qualifications.

Submissions will be judged according to the following matrix:

Experience executing author events	45 points
Experience promoting events	10 points
Experience with website and podcasting technology	5 points
Cost	35 points
Completeness of RFI response	5 points

There is no maximum length for a response to this RFI. However, an organization’s ability to prepare a concise, well-written presentation of its qualifications will be a consideration.

IV. RFI Response Instructions

The RFI timeline is as follows:

RFI release date	May 19, 2023
Questions related to RFI due to MELSA by 5:00 pm	June 2, 2023
Answers to all questions posted to MELSA website	June 7, 2023
Submissions due to MELSA by 2:00 pm	June 19, 2023
Selected vendor notified	week of June 26, 2023

Responses must be submitted by 2:00 pm on Monday, June 19, 2023, to:

Metropolitan Library Service Agency (MELSA)
Attn.: Abigail Dillon
1619 Dayton Ave, Suite 314
Saint Paul, MN 55104
Email: abigail@melsa.org

Responses may be submitted by mail or email. Electronic submissions are encouraged.

If you have questions regarding this RFI, please contact Abigail Dillon at 612-699-8439 or abigail@melsa.org. Questions must be received by 5:00 pm on Friday, June 2. Answers to all questions received by this time will be posted to <https://www.melsa.org/rfi/> by June 7, 2023.

IV. General Information

Right to Refuse

Submittal of RFIs does not obligate MELSA to hire an organization. MELSA has the right to negotiate with individual responding organizations to establish final contract terms and conditions.

Proposal Costs

MELSA is not responsible for any costs incurred by the proposer to prepare or submit a proposal.

Ownership of Proposals

All proposals timely submitted become the property of MELSA upon submission, and the proposals will not be returned to the proposers. By submitting a proposal, the proposer agrees that MELSA may copy the proposal for purposes of facilitating the evaluation or to respond to requests for public data. The proposer consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party, including copyrights.

Public Records and Requests for Confidentiality

Pursuant to Minnesota Government Data Practices Act, Minn. Stat. § 13.591, the names of all entities that submitted a timely proposal to MELSA will be public once the proposals have been opened. All other information contained in the proposals remains private until MELSA has completed negotiating a contract with the selected proposer. After a contract has been negotiated, all information in all of the proposals is public, except "trade secret" information as defined at Minn. Stat. § 13.37.

Requests for release of information held by MELSA are subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. All information submitted by a proposer eventually will be treated as public information by MELSA unless the proposer properly requests, and MELSA agrees, that information be treated as private or confidential. MELSA reserves the right to make the final determination of whether the data identified in such a request is private or confidential within the meaning of the Minnesota Government Data Practices Act.

Addendum A
RFI Response Form

Organization Name: _____

Organization Address: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

To facilitate comparison, please organize your response in the following manner:

1. Recent Projects of Similar Size or Nature - Please briefly describe recent, similar projects your organization has completed that indicate your ability to oversee Club Book. Describe the ways that your organization has sourced authors for in person events. If possible, provide contact information for references from other organizations for which you have performed similar services. Please include links and/or attachments to illustrate your organization's work on similar projects.

2. Experience of Your Team - Please state who will be assigned to the project team (from your staff and your consultants) and their experience in planning, promoting, and executing programs similar to Club Book.

3. Use of Subcontractors - Please specifically describe any subcontractors you plan to use and their role in the project.

4. Pricing Details - Please provide an approximate annual budget for the program, which will include 16 author events annually:

\$ _____ to author fees/travel

\$ _____ to promotions

\$ _____ to staffing

\$ _____ to overhead/project management

\$ _____ total

In addition to the above breakdown, please include a narrative describing your proposed budget.

Signature: _____ Date: _____

**Addendum B
Tennessean Notice - Data Privacy Acknowledgment**

In accordance with the Minnesota Government Data Practices Act, Minn. Stat. § 13.04 and § 13.591, Metropolitan Library Service Agency (MELSA) is required to inform you of your rights as they pertain to private or non-public information collected from you. "Private or non-public data" is information that is available to you, but not to the public.

NEED FOR INFORMATION: The information we collect or have collected from you or from other sources authorized by you is needed for evaluation of bids or responses received by Metropolitan Library Service Agency (MELSA) for labor and materials to determine the lowest responsive and responsible contractor to perform the planned work.

REFUSAL: You are not legally required to supply the data requested by MELSA. You have the right to refuse to supply the information we request; however, without this information, we may be unable to properly evaluate your bid or response and may not be able to award you the contract to perform the planned work.

ACCESS TO DATA: Private or non-public information we collect from you may be shared, as a matter of program or service necessity, with another jurisdiction providing funding or a consultant hired by Metropolitan Library Service Agency (MELSA).

Before MELSA has completed its selection or evaluation process, information will not be given to any other agency or individual without your written consent unless specifically authorized by state or federal law, or under a valid court order. Unless otherwise authorized by law, government agencies with whom we share private or confidential information must also treat the information they receive as private or confidential. You, as the subject of collected data, unless otherwise specified by law or court order, may view the information we have concerning you and may make written comments as to the accuracy of the information. Copies of information we have concerning your bid or response may be made, for a reasonable fee, upon your request.

After MELSA has completed its selection or evaluation process, information that is not trade secret data will become public, as provided by Minn. Stat. § 13.591, subd. 3.

RETENTION: All information on you will be kept until federal, state and/or county retention requirements have been met, at which time the information will be destroyed. Unless otherwise noted, this consent will only be effective for a period of one year from the date of signature.

IN ACCORDANCE WITH MINNESOTA STATUTES, SECTION 13.04, I HAVE BEEN INFORMED OF AND UNDERSTAND MY RIGHTS AS SUBJECT OF DATA.

Name of Organization: _____

By: _____ Date: _____

Print Name and Title: _____

Submit this form as part of the RFI response.