

REQUEST FOR INFORMATION
Metropolitan Library Service Agency
Event Support

The Metropolitan Library Service Agency (MELSA) seeks a contractor to provide support for its annual Teen Lit Con event (teenlitcon.org), and coMIXgraphiCON, a mini-con within Teen Lit Con. The contractor will work with MELSA national and Minnesota Young Adult authors for the events and provide additional support for author-related services.

MELSA is a multi-jurisdictional federation composed of eight member library systems located throughout the Twin Cities metropolitan region. These include:

- 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

Planning will begin in September 2025 for our 2026 event on April 25. This Request for Information provides details on the services required, instructions for submitting a proposal and the criteria by which a vendor may be selected. The intention is to enter a one-year contract, renewable for up to four years by mutual agreement of both parties.

MELSA seeks responses that address all requirements outlined in this RFI.

I. Nature of the Project

Teen Lit Con is made possible with a Minnesota Arts and Cultural Heritage Fund grant from the State of Minnesota. In addition to providing most of the funding, MELSA is lead in event coordination partnering with the regional multitype system, Metronet, a host school and a committee from public and school libraries. Teen Lit Con 2026 is scheduled for Saturday, April 25, 2026, at Two Rivers High School in Mendota Heights.

The goal of Teen Lit Con is to connect teen readers with authors in a welcoming environment of their peers. The event brings prominent Young Adult fiction writers and Graphic Novel creator to MN teens. The event is structured similarly to professional conferences. There are a few plenary sessions, a dozen or so breakout sessions and an exhibit hall. There is no cost to attendees other than book sales

and the concessions stand. Exhibits include book related games and crafts, book signings, photo ops, etc.

In 2019 event attendance was estimated at 1,600. 2026 will be the 10th Teen Lit Con event. The first was in 2014, with a 3-year break due to the pandemic from 2020 through 2022. We began rebuilding our audience in 2023 and anticipate 1,000 attendees in 2026.

The planning timeline begins in earnest in September. The goal is to have all authors by early January. The website is created as authors and workshops are added to the event. Promotional pieces such as posters, rack cards and ads are released starting in early March. There is an established budget for both national and Minnesota authors.

II. Scope of Work

The contractor will:

- Work collaboratively with MELSA to understand the event, to identify authors of interest, to understand the audience and the goals of the event. MELSA will have final approval on author selection.
- Book four national authors with recent Young Adult titles. Three of these authors need to have recent YA fiction titles for Teen Lit Con and one with a recent YA graphic novel for coMIXgraphiCON. National authors are defined as those traveling to MN within the contiguous United States.
- Book several Minnesota authors with recent YA fiction and graphic novel publications. A minimum of three in each format are needed for standing breakout sessions. Additional MN authors are needed for a variety of presentations each year.
- Work with MELSA to book a local transportation contractor to provide transportation to and from the airport, accommodation and the event site.
- Coordinate with national authors and the local transportation contractor regarding travel arrangements. Coordinate with authors and MELSA regarding onsite needs at the event, typically food and technology.
- The contract may or may not include making travel arrangements for the four national authors such as air travel and accommodation. If travel arrangements are not made by the contractor, author fees are all inclusive and travel arrangements are the author's responsibility. Please note if this is included in the final quote.
- Coordinate and handle contracts with authors and MELSA. MELSA will create contracts and issue payment.
- Secure an event bookseller and coordinate/communicate setup and day of event book details. Provide coordination/line of communication between the bookseller and MELSA.

Please note that the contractor is not required to be on site for the event, nor any set up or tear down.

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
- Demonstrated ability to work collaboratively: 25 points
- Cost: 20 points
- Completeness of RFI response: 10 points

There is no maximum length for a response to this RFI. However, an organization/contractor'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:

- Wed, Aug 6 RFI released
- Tue, Aug 20 Questions related to RFI due in writing to MELSA by 5:00 pm
- Mon, Aug 25 Answers posted to MELSA website by 3:00 pm
- Tue, Sep 9 Submissions due to MELSA by 2:00 pm
- Mon, Sep 15 Selected vendor notified week of September 15

Responses must be submitted by 2:00 pm on Tuesday, September 9 by email.

Email:

kathleen@melsa.org

If you have questions regarding this RFI, please contact Kathleen James at kathleen@melsa.org. Questions must be received by 5:00 pm on Tuesday, August 20.

Answers to all questions received by this time will be posted to

<https://www.melsa.org/rfi/> by August 25, by 3:00 pm.

V. General Information

Right to Refuse

Submittal of RFIs does not obligate MELSA to hire an organization/contractor. MELSA has the right to negotiate with individual responding organizations/contractors 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.

Teen Lit Con Request for Information
Addendum A

RFI Response Form

Organization/Contractor Name:

Contractor Address:

Contact Name:

Contact Phone:

Contact Email:

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

1. Experience: Briefly describe recent, similar projects your organization has completed that indicate your ability to address the Teen Lit Con needs outlined. 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.

2. Staff: State who will be assigned to the project and their experience in duties for programs like those outlined for Teen Lit Con.

3. Use of Subcontractors: Specifically describe any subcontractors you plan to use and their role in the project.

4. Quote: Please provide a quote for your services outlined in this RFI.

Signature: _____ Date: _____

Teen Lit Con & coMIXgraphiCON Authors & Illustrators

Year	Author	Author	Author	Author	Author
2026	Pending				
2025	Randy Ribay	Kyle Starks	Nic Stone	M.E. Corey	Kirsten Cronn-Mills
	Ari Tison	Chad Correy	Matt Wendt	Tyler Page	Jason Walz
2024	Nick Brooks	Jarrett Krosoczka	Marie Lu	Krystal Marquis	Dan Jurgens
	Junauda Petrus	Laura Zimmermann	Payal Doshi	Sarah Mai	Trung Le Nguyen
	Shannon Gibney	Tyler Page			
2023	Darcie Little Badger	Kathleen Glasgow	Kazu Kibuishi	Dustin Thao	Jenna Miller
	Bryan Bliss	Shannon Gibney	Nicole Kronzer	Carrie Mesrobian	Kyle Tran Myhre
	Claire Forrest	Sarah Mai	Brent Schoonover	Jason Walz	
Paused due to pandemic: 2020, 2021, 2022					
2019	Tomi Adeyemi	Becky Albertalli	Lamar Giles	Jarrett Krosoczka	Martha Brockenbrough
	Sara Biren	Bryan Bilss	Peter Bognanni	E. Eero Johnson	Jason Walz
	J.M. Lee	Alison McGhee	Junauda Petrus		
2018	Melissa de la Cruz	Barry Lyga	Adam Silvera	Angie Thomas	Shannon Gibney
	Sarah Ahiers	Anne G. Brown	Andrew DeYoung	Jessica Freeburg	David Oppegaard
	Geoff Herbach				
2017	Jay Asher	Box Brown	Meg Medina	Jeff Zentner	Pete Hautman
	M.C. Atwood	Bryan Bliss	Vanessa Fuentes	Shannon Gibney	Kevin Kling
	Pete Hautman	Nick Healy	Kevin Kling	J.M. Lee	Nick Healy
	Rodrigo Sanchez-Charvarria				
2016	Leigh Bardugo	Faith Erin Hicks	Jason Reynolds	Neal Shusterman	E. Eero Johnson
	S.A. Bodeen	John Coy	Kirstin Cronn-Mills	Pete Hautman	Monica Ropal
	E. Eero Johnson	Dawn Klehr	Monica Ropal	Julie Schmacher	Derek Sullivan
2015	Gayle Forman	E. Lockhart	Matt de la Peña	Gene Luen Yang	Patrick Jones
	Steve Brezenoff	Kristin Cronn-Mills	Johnathan Friesen	Rebecca Hahn	Pat Schmatz
2014	Allie Condie	Maureen Johnson	David Levithan	Derf Backderf	Geoff Herbach
	Swati Avasthi	Anne G. Brown	Catherine Clark	Pete Hautman	Carrie Mesrobian