

## **Request for Proposals**

A. Overview: The Henry County Library, herein after (“HCL”) is soliciting proposals from qualified IT firms.

- RFP Schedule:

**RFP Issued:** 4-12-2021

**Proposals Due :** 5-24-2021

**Proposal Review:** 5-25-2021

**Selection:** 5-25-2021

- RPF Submittal:

Proposals are to be submitted via email clearly identified with the RFP title in the email subject line with all attachments according to schedule and deadlines cited above to:

**Henry County Library**

**ATTN: Stephanie Rogers**

**123 E Green St.**

**Clinton, MO 64735**

**Email: [stephanie.rogers@henrycolib.org](mailto:stephanie.rogers@henrycolib.org)**

Each complete submission is to include a digital version of the completed proposal with a scanned signature and all attachments. All proposals are to be created using a recent version of Microsoft Office Word and/or a .pdf file. Proposals delivered after the above-required date and time will be received but will not be considered and will be rejected for lateness.

All proposals submitted will become property of the HCL and will be considered a public document under applicable Missouri State law.

- Point of Contact: Questions and requests for clarification regarding this RFP must be emailed by April 30, 2021 to:

**Henry County Library**

**ATTN: Stephanie Rogers**

**123 E Green St.**

**Clinton, MO 64735**

**Email: [stephanie.rogers@henrycolib.org](mailto:stephanie.rogers@henrycolib.org)**

Questions and requests for clarifications must be sent via email, provided that the RFP title, and the words “question” and/or “clarification” are identified in the subject area of the email. Questions and requests without this subject identification may be considered routine emails, and may not get properly addressed.

No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless posted as an official addendum on the web site.

- **Proposal Requirements:**
  1. Describe your qualifications and experience in providing consulting and reporting for similar institutions and similar circumstances.
  2. Describe your firm’s approach to providing services to HCL.
  3. Provide a sample engagement document to include costs to HCL for the services as proposed. The price you include should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
  
- **Competitive Position:**

Describe what differentiates the vendor’s service from other competitors. Include in the discussion how the vendor keeps up-to-date with current and future trends. Discuss the vendor’s approach to communication.

- **Customer References:**

Provide references from at least three (3) customers to which the vendor has provided the services required under this RFP. These should be recent customers with needs comparable to those of HCL. Select a mix of long-standing and new customers. Library or other governmental references are preferred. References should include a contact name, phone number, and address of reference.

- **Evaluation and Selection**

HCL will review proposals submitted by the RFP deadline and select a winning firm. HCL reserves the right to interview a short list of proposing firms. HCL will negotiate a contract with the selected firm. HCL will select the proposed services and terms that are most advantageous to it.

**I. Right of Acceptance and Rejection**

HCL reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of HCL. HCL is not bound to accept the lowest priced proposal but will select the proposal that represents the best value for HCL.