

Dunellen Public Library
100 New Market Rd, Dunellen, NJ 08812

Notice of Request for Proposal (RFP)

The Dunellen Library is soliciting proposals through a competitive contracting process in accordance with N.J.S.A. 40A:11-4.1 et seq.

Sealed RFP responses will be received by the Library Board President, Richard Pinder, on or by Tuesday, July 16, 2025, at 3:00 P.M. in the Dunellen Library, 100 New Market Road, Dunellen, NJ 08812, at which time and place responses will be opened and read for:

Library Operations Assessment and Enhancement Plan

Specifications and instructions may be obtained at the Dunellen Library or on the Dunellen Library website: <http://www.dunellenlibrary.org>. All responses must include electronic versions, so please include all pages of the response on a flash drive in addition to a printed copy.

RFP Addenda will be issued on the website. Therefore, interested respondents should check the website frequently from now until the RFP opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

- Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

Richard Pinder, Library Board President

June 16, 2025

**Dunellen Public Library
Request for Proposals (RFP)
Library Operations Assessment and Enhancement Plan**

Arnold A. Schwartz Memorial Library

Member of the Libraries of Middlesex Automation Consortium

100 New Market Road

Tel: (732) 968-4585

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Dunellen Public Library Board of Trustees

Richard Pinder, President

Nathan Hewette-Guyton, Vice President

Elizabeth Willoughby, Treasurer

Candy Harshaney, Secretary

Trina Rios, Mayor's Representative

Abby Franklin, Superintendent's Representative

Jonathan Maneri

Hana Baudendistel

Shronda Shimpf

Proposal Due Date: July 16 2025, at 3:00 P.M.

1. Introduction

The Dunellen Library seeks qualified service providers (s) to conduct a comprehensive **Library Operations Assessment and Enhancement Plan**. This assessment aims to analyze current operational practices and provide actionable recommendations to enhance staffing, programs, technology, physical space, compliance issues, and other essential areas that will better serve our community. This contract is to be awarded through a competitive contracting process in accordance with N.J.S.A. 40A:11-4.1, et seq.

2. Administrative Conditions and Requirements

The following items express the administrative conditions and requirements of this RFP. These will apply to the RFP process and any resulting contract. Any proposed change or exception to these conditions may lead to the Dunellen Public Library, hereinafter referred to as DPL, determining a proposal to be non-responsive, which will be a factor in the award of the contract. The contents of the proposal of the successful Respondent, as accepted by DPL, will become part of any contract awarded as a result of this RFP.

2.1 Schedule

The dates established for the procurement are:

- Release of RFP: June 18, 2025
- Questions due: July 2, 2025
- Addendum posted: July 8, 2025
- Proposal Due Date: July 16, 2025, at 3:00 P.M.
- Library Board Action: July 21, 2025

2.2 Delivery Instructions

Submission Date and Time:

- July 16, 2025, at 3:00 P.M.

Submission shall include:

- One (1) Original and one (1) copy on a flash drive.

Submission Office:

Richard Pinder, Board President
Dunellen Library
100 New Market Road
Dunellen, NJ 08812

Clearly mark the submittal package with the title of this RFP and the name of the responding firm. Only responses received prior to or on the submission date will be considered. Responses delivered before the submission date may be withdrawn upon written application of the Respondent. After the submission date, responses must remain firm for a period of sixty (60) days.

2.3 Users of these Services

The users of these services are the Dunellen Library Administration and staff.

2.4 DPL Representative for this Solicitation

Please direct all questions regarding this RFP process in writing to:
Richard Pinder, Library Board President, richpinder1982@gmail.com

2.5 Interpretations and Addenda

Respondents are expected to examine the RFP carefully and observe all requirements. Questions regarding the scope of services and technical specifications should be directed to the DPL representative by July 2, 2025. Responses will be issued by Addenda on the website. Only questions responded to by formal written Addenda will be binding.

2.6 Quantities of Estimate

Wherever the estimated quantities of work to be done are shown in any section of this RFP they are given for use in comparing proposals. DPL especially reserves the right (except as herein otherwise specifically limited) to increase or diminish the quantities as may be deemed reasonably necessary or desirable by DPL to complete the work detailed by the contract. Such increase or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

2.7 Cost Liability and Additional Costs

DPL assumes no responsibility and liability for costs incurred by the Respondents prior to the issuance of an agreement. The liability of the DPL shall be limited to the terms and conditions of the contract.

2.8 Statutory and Other Regulations

2.8.1 Compliance with Laws

Any contract entered into between the contractor and the owner must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

2.8.2 Mandatory EEO/Affirmative Action Compliance

No firm shall be issued a contract unless it complies with the EEO/Affirmative Action requirements of P. L. 1975, C. 127 as identified in the documents attached hereto. The form shall be properly executed.

2.8.3 Additional Laws Against Discrimination

Discrimination on the basis of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, mental or physical disability, or perceived disability in contracting for the delivery of services is prohibited. Respondents are required to read the following laws and agree that the provisions of said laws are made part of, and incorporated into the contract. The contractor is obligated to comply with the laws (and any amendments thereto even if enacted after the date of this contract) and contractor agrees to hold the owner harmless for any claims of discrimination. Such laws include but may not be limited to: Americans with Disabilities Act of 1990; The Age Discrimination in Employment Act of 1967; Title VII of the Civil Rights Act of 1964; Genetic Information Nondiscrimination Act; New Jersey Equal Pay Act; New Jersey Civil Union Act.

2.8.4 Statement of Ownership Disclosure

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said

corporation or partnership, there is submitted to the Township a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement that is included in this RFP.

2.8.5 Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed and submitted with the RFP response.

2.8.6 N.J. BUSINESS REGISTRATION CERTIFICATE

P.L. 2009, C.315 Reforms Business Registration Certificate Filing; permits filing prior to award of contracts if not filed with bid. Effective with bids received and contracts awarded after January 18, 2010, this law removes the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-23.2) that required a bid to be rejected if the respondent failed to include a BRC with their bid, even though it may have been the lowest responsible bid. The law now allows the BRC to be filed any time prior to award of the contract and the bidder had to obtain the BRC prior to receipt of bids. This permits the BRC to be required with a bid, or submitted subsequently. If a BRC is required in a bid, but not submitted with the bid, it would be an immaterial defect; curable by being filed prior to award of the contract. A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730.

2.8.7 “Pay to Play” – Notice of Disclosure Requirement – P.L. 2005, Chapter 271, Section 3 Reporting (N.J.S.A. 19:44A – 20.27)

- (1) Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website.
- (2) Annual Disclosures require submission by March 30th of each year covering contracts and contributions for the prior calendar year.
- (3) At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC’s website at www.elec.state.nj.us.
- (4) If you have any questions please contact ELEC at: 1-888-313-ELEC (3532) (toll free in NJ) or 609-292-8700 2.8.7. Disclosure of Investment Activities in Iran P.L. 2012, c.25 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

2.8.8 Disclosure of Prohibited Activities in Russia and Belarus

P.L. 2022 c.3 requires vendors to complete a certification indicating whether or not the Vendor is engaged in prohibited activities in Russia or Belarus.

2.9 Insurance and Indemnification

If it becomes necessary for the contractor, either as principal or by agent or employee, to enter upon the premises or property of the owner in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and be his/her sole responsibility. The contractor further covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress. The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided.

2.10 Submission of Multiple Proposals

Multiple proposals from an individual, firm, partnership, corporation or association under the same or different names may be considered, provided each proposal stands alone, and independently complies with the instructions, conditions and specifications of the RFP.

2.11 Failure to Enter Contract

Should the Respondent to whom the contract is awarded fail to enter into a contract within ten (10) days, Sundays and holidays excepted, DPL may then, at its option, accept the proposal of another Respondent.

2.12. Commencement of Work

The contractor agrees to commence work after the date of award by DPL and upon notice from the using department.

2.13 Termination of Contract

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if the contractor violates any requirements of the Contract, the DPL shall thereupon have the right to terminate the Contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve DPL of any obligation for the balances to the contractor of any sum or sums set forth in the Contract. In case of default by the contractor, DPL may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

2.14 Challenge of Specifications

Any Respondent who wishes to challenge a specification shall file such challenge in writing to the DPL, Library President no less than three (3) business days prior to the opening of the RFP's. Challenges filed after that time shall be considered void and will have no impact on DPL or the award of contract.

2.15 Payment

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and the correlation between the services claimed and the proposal. DPL may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following: Deliverables not complying with the project specification; Reasonable doubt that the Contract can be completed for the balance then unpaid. When the above grounds are removed or corrected, payment shall be made for the amounts withheld because of them.

2.16 Ownership of Material

DPL shall retain all of its rights and interest in any and all documents and property, both hardcopy and digital, furnished by DPL to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to DPL at the expiration or termination of the contract or completion of any related services pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of DPL, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract. Ownership of all data, materials and documentation originated and prepared for DPL pursuant to this contract shall belong exclusively to DPL. All data, reports, computerized information, programs and materials

related to this project shall be delivered to and become the property of DPL upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make them available to third parties, without the prior written consent of DPL. All information supplied to DPL may be required to be supplied on storage media compatible with standard operating systems and file formats.

2.17 Open Public Records Act

Respondents are hereby advised that their responses may be subject to dissemination under the Open Public Records Act (“OPRA”) or the common law right of access.

3. Background and Scope

3.1 Background

The DPL serves a diverse community and seeks to enhance its operations to better meet patron needs. The library is committed to continuous improvement in staffing, public programs, technology, and facility enhancements.

The DPL is seeking proposals from qualified consultants to conduct a comprehensive Library Operations Assessment and Enhancement Plan. The purpose of this assessment is to analyze our current operational practices and provide actionable recommendations to enhance staffing, programs, technology, physical space, and other essential areas to better serve our community. Additionally, the consultant will evaluate compliance issues related to policies, regulations, and best practices within library operations.

The consultant will report directly to the Library Board, ensuring that findings and recommendations align with the Board's vision and strategic goals for library services.

3.2 Scope of Work

The consultant will be responsible for the following:

1. Current status report card

- Conduct a detailed analysis of the current operations of the library, including but not limited to:
 - Library's current staffing and adherence to best practices for staffing given the size and budget
 - Current workflows and roles for day to day operation

- Community engagement and effectiveness in addressing community need
- Utilization of current space

2. Recommendations

- Provide actionable recommendations for improvement, including changes to staffing structures (e.g., job titles and roles) that could enhance operational effectiveness.
- Identify opportunities for program development and improvements to existing services and for potential future growth.
- Suggest advancements in technology that could streamline operations and improve service delivery.
- Assess the physical space of the library and suggest improvements that would enhance patron experience and operational efficiency.
- Identify opportunities for grant funding and financial growth.
- Suggest changes to policy manuals regarding library use to align with best practices in library operations.
- Suggest improvements to the employee handbook including alignment with applicable state laws and best practices in library operations.
- Suggest training and mentoring plan for staff to ensure future development and alignment with best practices in library operations.

3. Sample plans for executing improvements

- Provide outlines and sample timelines for implementing changes.

4. Consultation on future goals and planning

- Assist the Library Board of Trustees in developing a Strategic Plan based on findings and recommendations.

4. Evaluation, Review, and Selection Process

4.1 Proposals Remain Subject to Acceptance

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. DPL will either award the Contract within the applicable time

period or reject all proposals. The DPL may extend the decision to award or reject all proposals beyond the sixty (60) calendar days, and the proposals of any Respondents who consent thereto may, at the request of DPL, be held for consideration for such a longer period as may be agreed upon.

4.2 Rejection of Proposals

DPL reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such evidence fails to satisfy DPL that such Respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein DPL reserves the right to waive any minor informality in the RFP.

4.3 Evaluation Process

An evaluation team shall review all proposals. They will determine if the proposals satisfy the Proposal Requirements (section 5), determine if the proposal should be rejected and then evaluate the proposals based on the Evaluation Criteria. Respondents may be asked to provide demonstrations. Any demonstrations will be available to all interested staff, who will have the opportunity to provide feedback to the team. The highest evaluated Respondent will then be recommended to the governing body for award of contract, based upon the Evaluation Criteria.

4.4 Evaluation Criteria

The arrangement of the criteria in the following subsections does not imply order of importance in the selection process. All criteria will be used to select the successful Respondent.

4.4.1. Understanding of the Requested Work

Proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals. The solution proposed by the Respondent will be evaluated for its overall suitability for DPL's current and future needs.

4.4.2. Experience

Proposals will be evaluated to determine the Respondent's experience, including review of provided references that adequately demonstrate experience with the services proposed.

4.4.3. Cost

Cost is an important consideration, but it is not an exclusive consideration. The evaluation process is designed to identify not necessarily the Respondent with the least cost, but the Respondent with the best combination of attributes based on all criteria.

4.5 Notice of Reward

The successful Respondent will be notified of the award of contract upon a favorable decision by the governing body

5. Proposal Requirements

5.1 Cover Letter

A cover letter expressing interest in the project.

5.2 Company Background

Please describe your company, qualifications, customer support, and any other relevant company information including resumes or biographies of all team members who will be involved in the project.

5.3 Proposal

A detailed proposal outlining the consultant's approach, methodology, and expected timeline for the project.

5.4 Experience

A list of relevant past experiences or case studies related to library operations and management reviews.

5.5 Customer References

Please provide three references where work of a similar nature and scope was performed.

5.6 Cost Proposal

Please provide a detailed cost proposal for the project.

5.7 Additional Information

Please provide any additional information you feel is appropriate.

6. Scoring Criteria

Responses will first be evaluated to ensure all proposal- and feature-related requirements are met.

Responses will then be reviewed using the following criteria, weighted as noted below:

- Understanding of the scope of work 25%
- Respondent approach 25%
- Cost-effectiveness 10%
- Relevant experience and expertise 25%
- References 15%

The Dunellen Library looks forward to receiving your proposals and working together to enhance our library operations and better serve our community.

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 Request for Proposals (RFP)
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 DOCUMENT SUBMISSION CHECKLIST

The following checklist is provided to assist in the development of the RFP Response. It in no way supersedes or replaces the requirements of the RFP. Failure to submit the following documents may be a cause for the proposal to be rejected. (N.J.S.A. 40A:11-23.1b.)

Submission Item	Initial
Proposal	
Non-Collusion Affidavit	
Disclosure of Ownership	
Affirmative Action Certification	
Mandatory Equal Opportunity Language	
Americans with Disabilities Act	
Acknowledgment of Revisions or Addenda	
Disclosure of Investment Activities in Iran	
Russia/Belarus Activities Disclosure	
Corporate Disclosure Statement	
Corporate Resolution (if applicable)	
Business Registration Certificate	

SIGNATURE: The undersigned hereby acknowledges and has submitted the above-listed requirements and reviewed the entire RFP package

Name of Vendor: _____

By Authorized Representative: _____

Signature: _____

Print Name and Title: _____

Date: _____