

REQUEST FOR PROPOSAL

CONTRACTED SOCIAL WORK SERVICES

NOTICE OF PROPOSAL

Plymouth District Library is issuing a Request for Proposal for contracted social work services to support library staff in public program development and implementation, to provide training on issues relating to behavior management, social services, and trauma-informed approaches to public service, and to consult on the development of resources to better serve our community. The contract period is for fiscal year 2024 with the option of annual renewal.

CONTACT: Shauna Anderson, Library Director
734-453-0750 ext. 218
sanderson@plymouthlibrary.org

DUE DATE: Friday, December 8, 2023 at 10am electronic submission only
Proposals received after this time will not be considered.

NATURE OF SERVICE REQUIRED

GENERAL

Plymouth District Library seeks to be a stronger convening space for diverse groups of people in the community. As we get to know our community better, we learn that economic insecurity and mental health are a concern for our patrons, including a growing number of unhoused individuals. We submit this request for proposal for contracted social work support services to aid library staff in public program development and implementation, to support library staff through training on issues relating to behavior management, social services, and trauma-informed approaches to public service, and to consult with library staff on the development of resources to better serve our community.

This contract will be for a one-year term, with the potential for annual renewal.

SCOPE OF WORK

1. **PROGRAM DEVELOPMENT:** The selected bid will be expected to host between 12-14 public programs per year on issues relating to mental health and wellbeing. This includes an ongoing, monthly series on a topic to be determined by the selected contractor alongside library staff. The format of this regular program should resemble a support group or skill-building group related to mental health and wellbeing. This RFP also requests participation in individual events such as panel discussions, resource fairs, presentations, or workshops on topics to be determined by the selected contractor alongside library staff. Programs will be billed at a lump sum rate for each program.
2. **RESOURCE DEVELOPMENT:** Aid in the development and ongoing maintenance of up-to-date local resources for those in need. Resources should be reviewed for accuracy and additions made every 6 months. The initial project will be billed at a lump sum rate upon completion of the initial resource compilation. Review and update will be billed at an hourly rate not to exceed 2 hours every 6 months.
3. **STAFF TRAINING:** The selected bid will be expected to attend and present at a yearly all-staff training event held annually on Presidents' Day and prepare a separate session in late-August to refresh staff on best practices for youth behavior management. Training events will be billed at a lump sum rate.

4. STAFF SUPPORT: When particularly difficult or traumatic events occur in the workplace, the contracted social worker will be called upon to support through individual or group consultation. This work will be billed at an hourly rate.

DESCRIPTION OF THE GOVERNMENT

KEY PERSONNEL

The main contact for the RFP process is Director, Shauna Anderson. Upon acceptance, the main contact for the library moving forward will be Community Relations Specialist, Heather Pacheco with support from additional library staff.

BACKGROUND INFORMATION

Plymouth District Library is located in busy downtown Plymouth, MI, midway between Detroit and Ann Arbor. PDL serves a community composed of 36,650 residents living in the City of Plymouth and the Charter Township of Plymouth, as well as the patrons of 75 Detroit-area libraries through a reciprocal borrowing agreement facilitated by The Library Network.

The library serves as a significant community hub and maintains strong partnerships with local and regional community groups, governments, schools, businesses, and cultural organizations. Plymouth's rich history has included the library for over 100 years. PDL is nationally recognized as a leader in the public library field, garnering "Star Library" status from *Library Journal* for the robust participation of our community.

TIME REQUIREMENTS

PROPOSAL CALENDAR

Request for Proposal Issued	Friday, November 10, 2023
Pre-Bid Meeting	Monday, November 27 at 2pm, Friends Room at PDL

Proposals Due Friday, December 8 at 10:00 a.m.
Selected Candidate Notified Wednesday, December 20, 2023

PROJECTED CALENDAR OF ACTIVITIES

January	Monthly Program
February	Staff Day Monthly Program
March	Monthly Program
April	Monthly Program
May	Monthly Program Resource Development Project Due
June	Monthly Program
July	Monthly Program Summer Festival, topic TBD
August	Monthly Program Training for Staff- Back to School Behavior Management Refresh
September	Monthly Program
October	Panel Discussion/Presentation, topic TBD Monthly Program
November	Resource Review Deadline for contract renewal

PROPOSAL REQUIREMENTS

BASIC CONTACT INFORMATION

A cover page must be submitted with basic contact information, including the owner of the firm and primary individuals to be involved in the ongoing engagement. Contact information should include a physical address, email, and phone numbers of the main office and a primary contact for all inquiries.

LICENSE TO PRACTICE IN MICHIGAN

Candidates must be degreed Social Workers with current licensure to practice in the state of Michigan (LMSW/LCSW). Demonstration of credentials should be submitted alongside a written proposal.

QUALIFICATIONS AND EXPERIENCE

The written proposal must demonstrate the qualifications, competence, and capacity of the individuals/firms seeking to provide contracted social work services with Plymouth District Library.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. A resume for all professional staff involved in this engagement is recommended.

SPECIFIC APPROACH

In addition to the qualifications of the individuals involved, the written proposal must describe a specific approach that the individual/firm will take to satisfy the requirements of the RFP. Successful candidates will be able to illustrate an approach that combines micro, mezzo, and macro levels of social work practice within a public library context.

REFERENCES

Proposals must include 3 professional references that can speak to the individual/firm's ability to satisfy the library's project requirements.

COST OF SERVICES

Proposals must include a schedule of fees & hourly rates. All associated fees should be included for the following portions of the engagement:

- Standard Hourly Rate

- Resource Development Project (total cost for project completion)

- Program Development & Implementation– Ongoing Series (cost/session)

- Program Development & Implementation– Special Program (cost/session)

Staff Training (cost/session)

MANNER OF PAYMENT

The selected candidate will be required to submit a W-9 form alongside a signed proposal agreement. The contractor will submit monthly invoices to the library to be paid via check within two weeks of submission. Invoices must include detailed description of the services provided and the agreed upon rates.

EVALUATION PROCESS

REVIEW OF PROPOSALS

Proposals submitted will be evaluated by Plymouth District Library staff and/or representatives of the Library.

During the proposal evaluation process, Plymouth District Library reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

EVALUATION CRITERIA

Proposals will be evaluated using three sets of criteria. Individuals/firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. Top scoring proposals in these areas will be called for a phone interview with the primary contact and judged on the feedback supplied by references that are able to be contacted within the evaluation time frame.

PHASE ONE

Mandatory Elements

1. License to practice social work in Michigan (LMSW or LCSW)
2. Contact Information for 3 professional references
3. Proposal submitted by due date
4. Proposal follows the requirements set forth in the RFP

PHASE TWO

Professional Qualifications (100 points)

1. Background and prior experience
2. Approach to social work practice in a public library environment

Price (50 points)

The maximum score for price will be assigned to the individual/firm offering the lowest total all-inclusive price. Appropriate fractional scores will be assigned to other proposers. Cost will not be the primary factor in the selection of a contracted social worker.

PHASE THREE

Interviews & References (30 points)

Successful proposals will be selected for phone interviews and reference checks. Every effort will be made to contact all references provided within the evaluation time frame. Evaluation of references will support the final selection.