

ANNE ARUNDEL COUNTY PUBLIC LIBRARY
Finance Office
5 Harry S Truman Pkwy
Annapolis, MD 21401
410-222-7065

ADDENDUM NO. 1

December 15, 2021

RFP 22-01
EQUITY AUDIT

TO ALL OFFERORS:

PLEASE NOTE THE FOLLOWING INFORMATION:

QUESTIONS:

1. Must the consultant have a physical office located in Maryland to be considered by Anne Arundel County Public Library for the Equity Audit work, or will the Library consider consultants located outside of Maryland?

ANSWER: No

2. Will the Library pay for travel expenses associated with the Equity Audit?

ANSWER: No. These expenses should be incorporated within the cost proposal.

3. Would the Library approve of the work being performed virtually?

ANSWER: Much of the work can be done virtually, however we will want some in-person work.

4. We noticed that the questions are due by no later than 4 p.m. EST on 12/16/2021; however, the proposal is due on 12/20/2021. Since there is not much time between 12/16/21 and 12/20/21, would the Library consider changing the submission date to later to allow offerors time to update their proposals based on the submitted questions and responses?

ANSWER: We realize this is a short timeline, however we need to stick with the original due date and time.

5. Would the Library accept the cost proposal submitted via a separate email file instead of mailing or sending the cost proposal via an overnight service?

ANSWER: We will need the cost proposal mailed via overnight service.

6. The Library employs how many employees?

ANSWER: We have position authorization from the County for 263 positions. Most of these are full-time but about 20 are half-time career positions with benefits. We also employ numerous part-time and page (shelver) staff. The current total is 452.

7. How many people are in managerial/leadership roles at the Library?

ANSWER: 56 - There are 7 members of Executive Leadership Team, an additional 26 who are part of our Library Leadership Team (as clarified in a response to a previous set of questions). In addition, we have a total of 18 assistant branch managers and 5 circulation supervisors.

8. Can training be performed online?

ANSWER: Some can be online. Our staff have already had a 4-hours online Dismantling Institutional Racism training, so we want most of the training to be live, either in-person or virtual or a combination.

9. Is the entire contract for the Equity Audit listed on pages 38 and 39 of the RFP document?

ANSWER: The entire contract will be as listed on pages 38 and 39, the RFP document and cost proposal.

10. Must the offeror be certified as an MBE or WBE? If so, what certifications are accepted by the Library?

ANSWER: No

11. Can the Library share what the evaluation weight is the Cost Proposal?

ANSWER: The evaluation weight for the cost proposal is 10%.

12. Please define the roles and number of people to be trained (“...ELT and branch/department leaders”).

ANSWER: Total number = 61 including the following (plus an all-staff training):

a. Executive Leadership Team (ELT): 7 staff providing strategic leadership: CEO, COO, CTO, CFO, CHR, Director of Marketing, and Executive Director of the Library Foundation

b. Library Leadership Team (LLT), 26 staff providing operational leadership:

i. 3 Regional Managers – each oversee 5/6 library branches,

ii. 16 Library Managers who lead 15-28 person teams providing local library service, and

iii. 7 administrative department heads who provide infrastructure services for the

c. Library Equity, Diversity and Inclusion Team (LEDIT)

i. 5 to 10 staff from throughout the library system (currently the number is 5 who are not part of ELT or LLT)

d. Assistant Branch Managers (18) and Circulation Supervisors (5)

e. All-staff overview training (about 250 full-time and career staff, plus some of the 17 Trustees who govern the library system). This could be a two-hour training up to all day in person training as part of our Annual General Staff Meeting (assuming we are in person)

13. What is the period of performance?

ANSWER: Up to 18 months from contract signing

14. For the notarized affidavit, can we include a scanned copy with the email submission in the Technical Proposal, or do we need to send the original?

ANSWER: A scanned copy with the email submission will be sufficient.

15. Does the Library want all staff trained on diversity, equity, and inclusion or only on the Library's new plan? We want to make sure we clearly understand what type of training is required, the audience that will be trained, and the number of people to be trained. This information will help with the cost proposal.

ANSWER: All staff will need to be trained. Please refer to Question 12 above for more detail.

NOTE: THIS ADDENDUM AND ACKNOWLEDGEMENT SHALL ACCOMPANY THE PROPOSAL TO MAKE IT VALID. A PROPOSAL MAY BE REJECTED IF ANY ADDENDUM IS NOT SIGNED AND SUBMITTED WITH THE PROPOSAL.

Return with your Technical Proposal to:

Anne Arundel County Public Library
Finance Department
cpotts@aacpl.net

Sir/Madam:

This will acknowledge receipt of **Addendum No. 1 to RFP 22-01 EQUITY SERVICES**

Date: _____ FIRM NAME: _____
SIGNATURE: _____
TITLE: _____