

Florence-Lauderdale Public Library
350 N. Wood Ave.
Florence, AL 35630



FLORENCE-LAUDERDALE
PUBLIC LIBRARY

REQUEST FOR PROPOSAL

Contact Person:
Jennifer Butler Keeton
256-764-6564 ext. 128
jennifer@flpl.org

Florence-Lauderdale Public Library (FLPL) strives to be indispensable to community success by providing every citizen with a reason to use the library. FLPL is a gathering place for new ideas, a technology hub, and a center of learning, creation, and diversity.

Background/Introduction

Florence-Lauderdale Public Library has been awarded a grant through the Library Services and Technology Act for strengthening youth and family with a STEAM initiative. One major aspect of this project is to provide filmmaking classes to teens, culminating in a teen film festival. We are seeking proposals from industry professionals to teach the teen filmmaking classes, which will be hosted at FLPL.

Project Goals and Scope of Services

The objectives of this project include increasing access to STEAM learning beyond what is offered in our local school systems and increasing knowledge, skills, interest, and competence in STEAM fields.

From March-June 2019, teens ages 11-17 will participate in a series of filmmaking classes and workshops. We are seeking proposals from industry professionals to teach these classes. There will be at least twelve individual classes, with each class being offered 2-3 times, depending on the number of students who sign up. Classes will be taught in the library's makerspace, the Collaboratory. Some classes will be limited to about 10 students per class, due to limited numbers of computers and iPads, and to insure time for individual instruction. The classes will cover the following topics, with some topics requiring more than one class:

- Choosing a Topic
- Building a Narrative
- Screenwriting
- Storyboarding
- Lighting Your Scenes
- Getting the Perfect Shot
- Editing Your Film
- Audio Editing for Video
- Funding Your Project
- Marketing and Promotion

FLPL will purchase video, lighting, and audio equipment to be used in the classes. iPads will also be purchased to allow for film editing and shooting. The Collaboratory already has Macs loaded with video and audio editing software that students will be able to use in the classes. The goal for the class is that each student, either as an individual or in a group, will have completed his or her own short film by the end of the course.

At the end of the film series, FLPL will host a one-day film festival just for teens, ages 11-17. The festival will feature screenings of teen-made films (including the films made during the courses, plus any additional submissions). The tentative date for the festival is July 13.

Following the completion of this project we will have achieved the following outcomes:

- Improve users' ability to participate in their community
- Improve users' ability to discover information
- Improve users' general knowledge and skills

Anticipated Selection Schedule

The timeline supplied is FLPL's best estimate and is not binding on FLPL.

- RFP Issued: Monday, October 8, 2018, 5:00 pm
- **DEADLINE FOR CONTRACTOR QUESTIONS: OCTOBER 22, 2018 5:00 PM**
- **PROPOSAL OPENING: OCTOBER 8, 2018, 5:00 PM**
- **PROPOSAL DEADLINE: OCTOBER 29, 2018, 5:00 PM**
- Library Decision: December 1, 2018
- Project Start: March 1, 2019
- Desired Completion: July 31, 2019

The deadline for questions is October 22, 2018 at 5:00 pm. Questions must be directed to:
Jennifer Butler Keeton
(256)764-6564 ext. 128
jennifer@flpl.org

Questions received after this time may not receive a timely response or may not be answered. Answers to questions will be distributed to all contractors via email.

Responding contractors are prohibited from communicating in any other manner about this project with any other City and/or FLPL employee from the date of issuance of this proposal until the final selection. Other means of communication or contact may disqualify the submitting firm.

All contractors who received a copy of the Request for Proposal and/or have asked for clarification on the RFP will also receive any addenda that are issued, which will address any contractor questions.

Late proposals will not be accepted for any reason and will be returned to the contractor. Proposals should be sent to the address noted below.

Time and Place of Submission of Proposals

Proposals will be received at:
ATTN: Jennifer Butler Keeton
Florence-Lauderdale Public Library
350 N. Wood Ave.
Florence, AL 35630
jennifer@flpl.org

Faxed, emailed, and/or verbal proposals are not acceptable. The contractor will be solely responsible for ensuring that its proposal is delivered to the correct address in a timely fashion.

Contractor should submit one original proposal and one electronic copy sent via email as a PDF. One copy shall be marked "Original" and contain a signature by a designated company representative.

The proposal must be in a sealed envelope or package, showing the request for proposal number, the proposer's name, and the closing date.

FLPL shall have a period of 90 calendar days after the submission deadline in which to award the contract, a period during which the prices shall remain firm.

Elements of Proposal

The contractor should summarize its understanding of the project, and provide a statement indicating its ability to meet the requirements detailed in this RFP. The contractor should also acknowledge receipt of any addenda. The proposal must be signed by an authorized representative of the company or organization. Bids that are not signed will be disqualified.

Provide a one to two page summary of the benefits that the contractor will be providing to the Library by meeting the outlined requirements. In this section, please list any exceptions the contractor may have to the stated specifications.

The vendor shall provide a comprehensive project implementation plan. This plan will include:

- Project management and support personnel, with a brief description of each person's qualifications and experience.
- Details of any materials that the Library will be expected to provide which are outside the provisions of the contractor's proposal.
- Information on training materials, topics covered, training approach, and training schedule.

Evaluation Criteria

The selection of the winning proposals will be based on a numerical scoring system. The

proposals will be assigned a score for each item/category as outlined in the following table. Upon receipt of the proposals, an evaluation team will determine the best proposal deemed most qualified based on the following criteria:

Contractor reputation, experience, and qualifications in their field	15%
Response of contractor's references for similar projects	20%
Clarity and completeness of the submitted proposal, and adherence to the specifications	20%
Ability to deliver requested services in accordance with the Library's timeline	15%
Affordability of the proposed classes and training	30%

Upon review of the proposals, the proposals will be scored. The Library may elect to shortlist and interview the highest ranking contractors. Upon completion of the interviews, the highest ranking firm may be asked to enter into contract negotiations with the Library.

Cost Proposal

Please provide a breakdown of the anticipated costs for the training and classes requested. Cost estimates should include the number of instructors and their hourly rates, the number of hours expected to cover the identified class topics, and the hours required to plan and implement the teen film festival.

Proposal Terms

FLPL will keep confidential any proprietary information as requested by the vendor in the proposal; any confidentiality claims must be noted in the submission.

By submitting a proposal, the vendor agrees with the terms herein stated. The Library reserves the right to reject any and all proposals, to waive formalities, and to select the proposal that in the Library's sole discretion are in the best interests of the Library. The Library reserves the right to:

- Waive any nonconformity with this RFP.
- Revise any requirements under this RFP.
- Not award a contract as a part of or result of this RFP process.
- Require supplemental statements of information from any responding party.
- Extend the deadline for submission of responses hereto.
- Negotiate or hold discussions with any bidder to correct insufficient responses that do not completely conform to the instructions contained herein.
- Cancel, in whole or in part, this RFP if the Library deems it is in its best interest to do so.

Respondents to this RFP are responsible for all costs incurred in the preparation and submission of the proposals, demonstrations, interviews, preparation of responses to questions and requests for additional information, for contract discussions, or for anything in any way related to this RFP. The Library is not liable for any costs incurred by the Respondent in response to this RFP and the Respondent, including all related parties, disclaims and voluntarily and knowingly waives any and all rights to reimbursement for any such costs.

Contractor Experience and Capability

Provide experience, qualifications, and role for each person who will be participating in the project. State the background of each team member, years of experience, length of employment with your company, and experience providing the services requested in this document. Include a list of relevant and successfully completed projects by these team members.

Provide the name of the person who will direct the overall project throughout the duration of the contract and key responsibilities. Include any subcontractors.

References

The vendor must supply three references for similar work it has undertaken over the past 3 – 5 years.

Please provide the company name, contact name(s), email address, telephone number, and a brief description of the work performed.

The contractor shall not knowingly violate 8 U.S.C. & 1324a (employ an unauthorized alien) as a condition of receiving a contract. The contractor agrees to enroll in a designated employment eligibility verification system through the term of this contract. E-Verify is a free internet based system that is operated or authorized by the United States Department of Homeland Security that allows employers to electronically confirm the legal working status of newly hired employees. E-Verify shall be the designated employment eligibility verification system for the Contractor. As a contractor participant in E-Verify, the contractor shall be required to use E-Verify for all new employees who will be working directly on this contract.

If the contractor uses one or more subcontractors in connection with the performance of this contract, the contractor shall include in all subcontracts the requirement for compliance by the subcontractor with these provisions. This contract shall be interpreted pursuant to the laws of the State of Alabama.