



**THE INDIANAPOLIS PUBLIC LIBRARY  
REQUEST FOR PROPOSALS  
2025-2027 STRATEGIC PLAN FOCUS GROUP  
FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**

**RFP Issue Date:** 1/26/2024

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**I. BACKGROUND AND GENERAL INFORMATION**

The Indianapolis Public Library ("IndyPL"), by issuing this Request for Proposals ("RFP") is requesting proposals ("Proposals") from qualified Vendors ("Vendors") experienced with strategic planning consulting and diversity, equity, and inclusion ("DEI") initiatives to work with IndyPL's Strategic Planning and Assessment Officer ("SP Officer") to provide strategic planning focus group facilitation services and community data analysis ("Services") for the development of the 2025-2027 IndyPL Strategic Plan ("Plan"). The goal of the strategic plan process is to create a strategic plan with clear strategic priorities and priority-aligned goals that will provide a framework for the specific actions that will be taken to support the library's mission from 2025-2027.

IndyPL intends to review the Proposals submitted by Vendors with the intent of entering into a contractual Agreement ("Agreement") with one (1) or more Vendors for the Services described in the RFP.

IndyPL is seeking Vendors whose combination of experience, personnel, and processes will provide timely, cost-effective, and exemplary Services.

This RFP describes the Services and contains an overview of the terms and conditions for the Agreement.

IndyPL is committed to supporting and encouraging economic growth and business opportunities in Marion County by strengthening IndyPL's relationships with minority, women, disability and veteran-owned business enterprises by providing an equal opportunity for participation in all IndyPL business.

The IndyPL Board of Trustees, with Resolution 28-2020, has adopted the following

- Minority/Women/Disability/Veteran-Owned Business Enterprise Utilization Goals.
- The utilization goal for Minority-owned Business Enterprises (MBE) is fifteen percent (15%).
- The utilization goal for Women-owned Business Enterprises (WBE) is eight percent (8%).
- The utilization goal for Disability-owned Business Enterprises (DOBE) is one percent (1%).
- The utilization goal for Veteran-owned Business Enterprises (VBE) is three percent (3%).

Attainment of these individual utilization goals for the Project will be based on the cumulative amount of work under the contract. IndyPL understands there may be instances when the individual utilization goals cannot be achieved by the Vendor in the preparation of their proposal. In these instances, the Vendor is required to provide evidence of sufficient outreach and good faith efforts made to subcontract with MBE/WBE/VBE/DOBEs to meet the utilization goals.

To assist in evaluating the RFPs, Vendor shall complete Attachment A – MBE/WBE/VBE/DOBE Participation Goals Plan for Construction Goods/Supplies/Services which requires listing of all subcontractors/suppliers proposed to be used on the Project.

At the request of IndyPL and if a Vendor does not meet the stated minimum utilization goals, the Vendor shall complete Attachment A – SAMPLE Application for MBE/WBE/VBE/DOBE Program Waiver Form. IndyPL will review the submitted documentation to determine a score for the Vendor's outreach and good faith efforts.

Response Due Date - The responses are due at the date and time identified in Attachment D. RFP will be received at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana 46208.

## **II. REQUIRED SERVICES**

The Contractor shall have, at a minimum, the capabilities listed in this RFP, and the Proposal submitted shall reflect in detail the degree of expertise in utilizing these capabilities and the ability to provide and comply with the requirements hereof.

### **Community Survey Result Analysis**

Provide an analysis of three survey datasets provided by the SP officer to identify themes related to the library-identified strategic priorities. These survey datasets will include staff and stakeholder responses to Strengths, Opportunities, Aspirations, and Results (SOAR) analysis, community member strategic priority survey data, and community partner strategic priority survey data.

### **Community Conversation Facilitation**

As part of the Plan process, several community conversation groups consisting of community members and representatives of various organizations will be held around the city. The community conversation groups are central to ensure the Plan accurately reflects the community's suggestions, wants, and needs relating to the library-selected strategic priorities and service focuses. The vendor will lead the facilitation of these focus groups. No more than ten (10) community member focus groups and no more than five (5) community organization focus groups will be held with a focus on equal distribution amongst the library's 4 service regions, and at least 1 virtual session. The selected vendor will:

- Lead in the facilitation of at minimum seven (7) and up to 15 (15) focus groups at dates and times identified by the SP Officer. See **Attachment C** for the library branches contained in each service region.
  - East Service Region
  - West Service Region
  - Mid Service Region
  - Central Library and Library Service Center
  - Virtual
  - Identify locations and time for at least one (1) and no more than four (4) community member focus group sessions external to the library.
- Assist in the identification and invitation of organizational leaders and community members to participate in the focus groups and/or complete SP Officer provided survey(s)
- Provide the focus groups with data, library services overview, strategic priority focuses, and survey provided by the SP Officer
- Compile notes and comments from focus group discussions
- Provide full focus group notes to the SP Officer
- Identify and summarize the common themes from the focus groups
- Provide an equity lens, the importance of equity, and equity context for each focus group
- Ensure the focus groups are inclusive of diverse community voices and perspectives
- Ensure groups are aware of services IndyPL currently provides and, if appropriate, inquire as to how to improve current services
- Prioritize community member and community partner input

The goal of the facilitation is to ensure a non-partisan, inclusive, informed, and respectful conversation to acquire the suggestions, needs, and wants of the Indianapolis community and IndyPL partners around the library-identified strategic priorities.

### **Timeline**

The Plan process is already underway. The Plan Staff Committee (“Committee”), comprised of IndyPL staff, began meeting in February 2024 and will continue through August 2024.. Preliminary options for strategic priorities will be identified and shared by March 30<sup>th</sup>. The information obtained from the community and organization focus groups relating to these strategic priorities needs to be obtained, compiled, analyzed, and the total data and information shared with the SP Officer and common themes identified by the Vendor no later than April 30, 2024.

### **III. ATTACHMENTS**

#### Attachment A – MBE/WBE/VBE/DOBE Business Utilization Program Summary

The MBE/WBE/VBE/DOBE Business Utilization Program Summary is an information guide for maximizing contracting and subcontracting opportunities for all qualified and available MBE/WBE/VBE/DOBE businesses. The MBE/WBE/VBE/DOBE Business Utilization Program is comprised of two components, MBE/WBE/VBE/DOBE Participation Goals and Outreach/Good Faith Efforts.

#### Attachment B – E-Verify Affidavit

The Contractor shall agree to enroll in and participate in the E-Verify Program as required by Indiana Code 22-5-1.7-11 during the hiring process for all employees hired after the date of the Agreement. As a condition to submitting a Proposal and to entering into an Agreement, the Contractor shall execute the E-Verify Affidavit, which shall be an attachment to the Agreement. Such affidavit shall be in the form attached to this RFP.

#### Attachment C - IndyPL Branch Location Listing and Regions

#### Attachment D - Request for Proposal Schedule

#### Attachment E – Non-Collusion Affidavit

#### Attachment F – Vendor Proposal Sheets

In addition to submission of information required by the Vendor Proposal Sheets, if a Vendor believes that additional services or adaptations for the Services beyond those specified in the RFP are required or recommended to fulfill the RFP's intent, the Vendor may also propose the additional services or adaptations and the associated costs or fees for those additions. In all events, Vendors shall clearly specify which costs, if any, are not included in the fees submitted in the Vendor Proposal Sheet.

#### IV. GENERAL TERMS AND CONDITIONS GOVERNING THE RFP

1. Request for Proposal. IndyPL is notifying Vendors that have the potential to furnish the requested Services. Upon request, each Vendor will receive one digital copy of the RFP via e-mail from IndyPL or receive a digital copy via download from IndyPL's website. Vendors are responsible for printing hard copies as required to satisfy their needs. Vendors are encouraged to initiate preparation of their proposals immediately upon receipt of this RFP, to allow time for all relevant questions and information needs to be identified and answered, and for preparation of a comprehensive and complete response.
2. Point of Contact. All communication with IndyPL shall be directed to the single point of contact for IndyPL identified on the first page of the RFP.
3. Schedule of Activities. Attachment D outlines the schedule of major activities for the RFP and the Contractor selection process. IndyPL reserves the right to amend the schedule as necessary.
4. Vendor Qualifications. The Vendor shall have the following minimum qualifications:
  - a. A sound business reputation and required licensures in the State of Indiana necessary to provide the Services;
  - b. Proven capabilities in delivering Services on time and on budget;
  - c. Appropriate resources to satisfy the requirements for the Services requested by this RFP;
  - d. Demonstrated track record in planning, coordination, implementation, and support for similar service relationships; and
  - e. Demonstrated track record in overall client satisfaction.
5. Vendor Rights. All materials submitted in response to this RFP become the property of IndyPL upon delivery, shall not be returned to the Vendor, and may be appended to any formal documentation, which would further define or expand the contractual relationship between IndyPL and a selected Vendor. No submissions or supporting documentation will be returned to Vendor. Vendors submitting Proposals should recognize that IndyPL is a public body and, as a public body, IndyPL is subject to disclosure requirements and must abide by public record laws. Neither party shall be liable for disclosures required by law.

6. Reservation of Rights. This RFP does not commit IndyPL to award an Agreement, to pay any costs incurred in the preparation of a Proposal to this request, or to otherwise contract for any Project. IndyPL reserves the right to accept or reject any or all Proposals received as a result of this RFP, to negotiate with any qualified Vendors, to award only a portion of the Services, to award Services to more than one Vendor, or to cancel in part or in its entirety this RFP, if it is in the best interest of IndyPL to do so. IndyPL will evaluate Proposals via the Evaluation Criteria, based upon the effectiveness of the perceived performance as it relates to IndyPL's specific requirements. The lowest fee Proposal shall not necessarily be selected. IndyPL specifically reserves the right to reject any or all Proposals or any part thereof; or to waive any defects or informalities in a Proposal when it is determined by IndyPL to be in IndyPL's best interest.
7. Late Proposals Not Considered. Proposals received after the stipulated Proposal Submission Deadline established in Attachment D will not be considered.
8. Inconsistency or Error in the RFP. Any Vendor believing that there is any ambiguity, inconsistency or error in the RFP shall promptly notify IndyPL in writing of such apparent discrepancy. Failure to so notify IndyPL by the Proposal Submission Deadline established in **Attachment D** will constitute a waiver of claim of ambiguity, inconsistency or error.
9. Vendor Errors or Omissions. IndyPL is not responsible for any errors or omissions in Vendor's Proposal.
10. Addenda. IndyPL shall not be responsible for any oral instructions given by any employees or representatives of IndyPL in regard to the proposal instructions, Services requirements, or proposal documents as described in this RFP. Any changes in or clarifications to this RFP will be in the form of a written addendum, which will be furnished to all Vendors who are listed with IndyPL as having received the RFP or to any other Vendor who requests an addendum.
11. Vendor Incurred Costs. The Vendor shall be responsible for all costs incurred in preparing or responding to this RFP.
12. Modification or Withdrawal of Proposal. A Proposal may not be modified, withdrawn or cancelled by a Vendor for ninety (90) days following the Proposal Submission Deadline and each Vendor so agrees in submitting the Proposal. Proposals may be withdrawn, altered and/or resubmitted at any time prior to the Proposal Submission Deadline. Notice of pre-submittal date withdrawal shall be in writing over the signature of the Vendor or may be submitted to IndyPL by facsimile or electronic mail transmission. If by facsimile or electronic mail transmission, written confirmation over the signature of the Vendor shall have been mailed and postmarked on or before the Proposal Submission Deadline. Withdrawn Proposals may be resubmitted up to the Proposal Submission

Deadline, provided that they are then fully in conformance with these general terms and conditions.

13. Rejection of Solicitation Responses. IndyPL reserves the right to reject any or all Proposals received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in IndyPL's best interest. Any Vendor objecting to the rejection of a Proposal, or portion thereof, shall submit a written protest stating the reasons for the protest to IndyPL within five (5) calendar days from the date of IndyPL's Written Notice of Intent to Enter into an Agreement as established in Attachment D.
14. Vendor Certification. By submission of a proposal, the Vendor certifies that the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of IndyPL.
15. Exceptions. It is the intent of IndyPL to award an Agreement on a fair, competitive basis. For this reason, IndyPL may view the notation of any "Exception" in response to any material condition or requirement of the RFP as an attempt by the Vendor to vary the terms of the RFP, which, in fact, may result in giving such Vendor an unfair advantage over other Vendors. For this reason, IndyPL will, at its option, not allow exceptions to any material requirement if, in the opinion of IndyPL, the exceptions alter the overall intent of this RFP, unless the exception would be of material benefit to IndyPL.
16. IndyPL's Right to Disqualify For Conflict of Interest. IndyPL reserves the right to disqualify any Vendor on the basis of any real or apparent conflict of interest that is disclosed by the Proposal submitted or any other data available to IndyPL. The right of disqualification is at the sole discretion of IndyPL. Any Vendor submitting a Proposal waives any right to object at any future time, before any agency or board, including but not limited to, IndyPL Board of Trustees, or any court, to IndyPL's exercise of its right of disqualification by reason of real or apparent conflict of interest as determined by IndyPL.
17. Warranties. Any Vendor submitting a Proposal in response to this RFP warrants and guarantees that the Vendor is fully capable of providing the Services and performing each and every task set forth in the Proposal. No limitation or exception to this warranty provision will be acceptable to IndyPL; except, it is understood that the Vendor is not responsible for any problems in performance caused by improper acts or omissions by IndyPL.
18. Covenant against Contingent Fees. The Vendor warrants that no person or selling agent has been employed or retained to solicit or secure the Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established

commercial or selling agencies maintained by the Vendor for the purpose of securing business.

For breach or violation of this warranty, IndyPL shall have the right to immediately terminate the Agreement without liability or in its discretion to deduct from fees or payments due the Vendor the commission, percentage brokerage or contingent fee.

19. Gratuities. IndyPL may immediately terminate consideration of a Vendor Proposal or the right of a Contractor under the Agreement if it is found that gratuities in the form of entertainment, gifts or otherwise of any value were offered or given by the Vendor, or any representative of the Vendor, to any officer or employee of IndyPL with a view toward securing the Vendor selection or Agreement, or the making of any determinations with respect to the issuance or performance of an Agreement.
  
20. Diversity and Inclusion in Employment.
  - a. IndyPL is committed to providing an equal opportunity for participation of Minority, Women, Disabled or Veteran Owned Business ("XBE") firms in all IndyPL business.
  - b. IndyPL extends to each individual, firm, vendor, supplier, contractor and subcontractor an equal opportunity to compete for IndyPL business and strongly encourages voluntary utilization of disadvantaged and/or minorities to reflect both industry and community ethnic composition.
  - c. It is the desire of IndyPL to measure participation of XBE firms in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities. Vendors, who meet the City of Indianapolis or State of Indiana criteria of XBE firms or similar requirements for out-of-state firms, may indicate the appropriate certification, with a copy of such certification included in their Proposal.
  - d. Any Contractor in performing work under an Agreement resulting from this RFP shall not discriminate against any worker, employee or applicant because of race, creed, color, religion, gender, national origin, age or disability or veteran status, nor otherwise commit an unfair employment practice. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are dealt with during employment, without regard to their race, creed, color, religion, gender, national origin, age, disability or veteran status.
  
21. Protest of Award. Any person or entity who has an objection to the awarding of the Agreement to any Vendor by IndyPL, shall lodge that protest, in writing, with IndyPL no later than 5:00 p.m. local time of the fifth (5th) calendar day following



release of IndyPL's Notice of Intent to Enter into an Agreement letter. IndyPL retains the right to reject all protests not filed within this time and those found to be without merit.

22. Vendor Inquiries. Any questions that arise relating to this RFP shall be directed, in writing, or via e-mail to the Point of Contact identified on the cover page.
23. News Releases. News releases pertaining to this RFP or the Services shall not be made without prior approval of IndyPL.
24. Standard/Licensure Requirements. The Contractor shall provide documentation to IndyPL evidencing all necessary business licenses to provide the Services prior to the awarding of the contract.
25. Out of State Vendors. It shall be a condition to the Agreement that any out-of-state Vendor that may be selected as the Contractor shall be duly registered and qualified to do business within the State of Indiana.
26. Investments. By submission of a proposal, the Vendor certifies that the Vendor is not engaged in any investment activities in Iran pursuant to Ind. Code § 5-22-16.5-13(b).
27. Award. IndyPL reserves the right to award the Services to one (1) or more Vendors when deemed to be in IndyPL's best interest.

## **V. REQUIRED PROPOSAL FORMAT**

1. General Requirements. The Proposals shall contain all information responsive to the RFP and the items listed below.
2. Specific Proposal Format and Content. Information contained in the Proposals shall not exceed forty (40) double-sided pages, including the Vendor Proposal Sheet and Non-Collusion Affidavit, and excluding the cover sheets and tab dividers. In order to facilitate comparison and review of the Proposals, each Vendor should use tab dividers with section numbers and titles consistent with the format outlined below:
  - a. Vendor Introduction and Cover Letter:
    - i. Vendor name, address, phone, fax and e-mail address.
    - ii. Contact person for the Vendor's response to the RFP.
    - iii. Include a statement of availability to meet the schedule in **Attachment D**.

- iv. Signature of the contact person. This signature serves as verification the Vendor is a legal entity, the Vendor does not discriminate, the contact person is authorized to act on the Vendor's behalf, the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any person associated with IndyPL, and the Proposal will remain valid for at least ninety (90) days.
- b. Vendor Proposal Sheet included as **Attachment F**.
- c. Vendor Profile and Experience:
  - i. Background information on the Vendor and its operations, including years in business, the nature of services provided, and the size of permanent staff and crew.
  - ii. Information relating to the business organization of the Vendor and any third-party or sub-contractor that may be partnering with the Vendor.
  - iii. Description of the Vendor's organization chart, names of employees primarily assigned to the Services, and the role of each employee.
  - iv. Description of any incidents or claims or pending litigation to which the Vendor is a party related to services rendered or provided by Vendor.
- d. Vendor References: A list of previous projects and a brief description of each as well as references for each project listed accompanied by accurate contact information for all references including telephone or email addresses.
- e. Provide a work plan outlining the approach, processes, and procedures the Vendor intends to follow in providing the Services as it relates to the focus groups and data analyses identified in the "Required Services" herein. The work plan shall identify the proposed methods and timelines for communication with IndyPL.
- f. A list of proposed fees for the Services with separately listed fees for the Community Conversation Facilitation as a per session fee and fees for Community Survey Result Analysis for the SP Officer provided data.
- g. Copies of reports, forms and analysis generated as a result of the performance of similar services.

- h. A copy of the Vendor's standard contract (if any) used to secure work of this nature.
  - i. Financial Documentation – This section shall include financial statements or other suitable documentation covering the past three (3) years, demonstrating the Vendor possesses adequate reserves and credit capacity to perform the Services required by the RFQ. Provide documentation on the Vendor's ability to meet the insurance requirements established in the RFQ. The required financial documentation does not count against the maximum page count and may be treated as a confidential document under separate cover.
  - j. Complete the MBE/WBE/VBE/DOBE Participation Goals for Construction, Goods/Supplies, and Services Form and the Application for MBE/WBE/VBE/DOBE Program Waiver Form, if applicable. Both forms can be found in **Attachment A**.
  - k. Executed E-Verify Affidavit included as **Attachment B**.
  - l. To the extent a Vendor is incapable of complying with or takes exception to any aspect of the requirements, proposal terms, and general terms and conditions described in the RFP the Vendor shall specifically identify and describe such exceptions in this section of its response to this RFP.
  - m. Additional information. Vendor may provide any other information within the maximum page limit that they believe may add to their Proposal.
3. Proposal Submittal Instructions. One (1) original, three (3) print copies, and one (1) electronic PDF copy on a disc, flash, or thumb drive of the Proposal shall be sealed in a package addressed to the IndyPL Point of Contact. Submittals may be delivered electronically prior to the due date specified. Include the following information on the outside of the package:
- a. Vendor's Name
  - b. Request for Proposal title

The Proposal package shall be personally delivered, sent by delivery service, sent by mail to the Point of Contact, or submitted electronically to the Point of Contact at the address identified on the RFP cover page. Regardless of the mode of delivery, the Proposal shall be received by IndyPL by the Proposal Submission Deadline established in **Attachment D** in order to be considered.

4. Additional Information. Following receipt of the Proposals, IndyPL reserves the right to request additional information from and conduct discussions to clarify the Proposals with Vendors reasonably susceptible of being awarded the Services.

IndyPL will not share information gathered in such discussions with any other competing Vendors.

5. Best and Final Proposals. Following the additional information and/or discussions with the Vendors reasonably susceptible of being awarded the Services, IndyPL reserves the right to request the Vendors provide a Best and Final Proposal. The terms and conditions for submitting a Proposal described above, including late submission, inconsistency or errors, Vendor incurred costs, modification or withdrawal, apply to the Best and Final Proposal.
  
6. Confidential Information and Public Records. All materials submitted in response to this RFP become the property of IndyPL and shall be subject to disclosure under the Indiana Public Records Act, IC 5-14-3 *et seq.* ("IPRA"). After the contract award, the entire Proposal may be viewed and copied by any member of the public, including news agencies and competitors. Vendors claiming a statutory exception from disclosure under the IPRA of information included in its Proposal must:
  - a. Place all documents they consider confidential (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" with the Vendor Name, IndyPL Point of Contact Name, and the RFP Title.
  - b. Indicate in the transmittal letter for the Proposal that confidential information or materials are included in the submission along with a general description of the information for which confidential treatment is sought.
  - c. Indicate in the transmittal letter which statutory exception(s) provision of the IPRA applies to each listed confidential material item.
  - d. Provide a redacted version of the Proposal section to properly identify (and black-out) those sections of the Proposal for which Vendor claims an exception from disclosure under the IPRA.

IndyPL reserves the right to make determinations of confidentiality upon consultation with legal counsel. If IndyPL does not agree with the claim that the information designated is confidential under one of the cited disclosure exceptions to the IPRA, it may either discuss its interpretation of the allowable exceptions with the Vendor or reject the Proposal. If agreement can be reached on the nature of the requested confidential materials, the Proposal will be considered. If agreement cannot be reached, IndyPL will remove the Proposal from consideration for award and return the entire "Confidential" package to the Vendor. The rest of the Proposal and other supporting documentation will not be returned to Vendor and remain part of the RFP file. IndyPL will not consider prices, fees, or average wage rates to be confidential information. By submission of its Proposal a Vendor acknowledges that IndyPL is

required to make disclosures as required by law, and nothing herein shall obligate IndyPL to defend a Vendor's designation of its Proposal or portions thereof as confidential and excepted from disclosure. IndyPL shall not be liable for disclosures required by law.

## **VI. EVALUATION CRITERIA**

IndyPL will evaluate Proposals based upon the effectiveness of the perceived performance as it relates to IndyPL's specific requirements. Upon review of the information included in the Proposals, IndyPL will select the Vendor, or Vendors, that best meet the needs of IndyPL based on a combination of all the criteria. Overall cost, although an important factor, will be only one of the criteria considered. IndyPL will evaluate the Proposals based on the criteria listed below.

1. The satisfaction level of current and former clients of the Vendor under contracts similar to the requirements of IndyPL;
2. Minority, women, disability, and veteran-owned business enterprise utilization;
3. Proposed overall cost;
4. Effectiveness and ability of the proposed Work Plan to satisfy IndyPL requirements; and
5. Any other criteria deemed relevant by IndyPL staff.

## **VII. AWARD**

IndyPL shall send the Notice of Intent to Enter into an Agreement to the Contractor no later than February 27, 2024. IndyPL shall conduct a conference with the selected Vendor(s) within two (2) weeks after issuing the Notice of Intent to Enter into an Agreement. The purpose of this conference will be establishing all lines of communication, to review schedules, work procedures, and other matters. The Contractor shall be ready to proceed with the Services by March 18, 2024.

**Attachment A**  
**Request for Proposals**  
**RFP FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**  
**MBE/WBE/VBE/DOBE Business Utilization Program Summary**



**MBE/WBE/VBE/DOBE BUSINESS UTILIZATION PROGRAM SUMMARY**

The Indianapolis Public Library is committed to maximizing subcontracting opportunities for all qualified and available MBE/WBE/VBE/DOBEs. The MBE/WBE/VBE/DOBE Business Utilization Program applies to Library funded contracts of \$50,000.00 or more.

There are two components of the MBE/WBE/VBE/DOBE Business Utilization Program:

- **MBE/WBE/VBE/DOBE Participation Goals:** This component requires project/contract bidders to make subcontracting opportunities available to minority, women, veteran, and disabled-owned businesses certified in the city's MBE/WBE/VBE/DOBE program at the minimum percentage stated in the bid invitation. To count towards the MBE/WBE/VBE/DOBE participation goal, the MBE/WBE/VBE/DOBE must be certified in the category code(s) that will be used on the project/contract. A list of City-certified MBE/WBE/VBE/DOBEs is available on the City's website at <https://www.indy.gov/activity/find-omwbd-contractor> or from the Office of Minority & Women Business Development.
- **Outreach/Good Faith Efforts:** The MBE/WBE/VBE/DOBE Participation Goals component. This component requires project/contract bidders to provide evidence of outreach efforts and good faith efforts made to subcontract with MBE/WBE/VBE/DOBEs.

To be eligible for an award of this project, the Library will first determine whether a bidder meets the stated minimum percentage of MBE/WBE/VBE/DOBE subcontractor participation. The percentage is clearly stated in the bid invitation. In the event that a bidder does not meet the stated minimum percentage, a request for program waiver must be submitted with the bid, using the *Application For MBE/WBE/VBE/DOBE Program Waiver Form* and the Library will score the bidder's outreach/good faith effort.

**Pursuant to the MBE/WBE/VBE/DOBE Business Utilization Program requirements, the following items are included in the bid invitation and must be completed, signed and submitted in each bid;** failure to complete these forms with all the pertinent- requested information may cause a bid to be determined as non- responsive for MBE/WBE/VBE/DOBE review purposes:

1. *MBE/WBE/VBE/DOBE Participation Goals For Construction, Goods/Supplies, And Services Form.*
2. *Application For MBE/WBE/VBE/DOBE Program Waiver Form*, if a bidder does not meet the stated minimum percentage with subcontractors.

**The following forms are included in the bid invitation for information purposes only and do not have to be completed or returned with the bid.**

1. *Letter Of Intent To Perform As A Subcontractor/Supplier Form*: (must be completed and submitted to the Library after bid opening and within three (3) business days of bidder's notification of award).
2. *Subcontractor and Suppliers List*: (must be completed and submitted within three (3) business days of bidder's notification of award).
3. *MBE/WBE/VBE/DOBE Subcontractor Substitution Request Form*: (must be submitted for advance approval for any proposed change in MBE/WBE/VBE/DOBE subcontractors).
4. *Subcontractor/Subconsultant Payment Report*: (must be submitted at least monthly with each Contractor invoice for payment).

If you have any questions or need assistance in meeting these requirements, please feel free to contact the stated contact person in the project/contract announcement documents.

IndyPL 2021



**Attachment A**  
**Request for Proposals**  
**FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**  
**MBE/WBE/VBE/DOBE Business Utilization Program Summary**



**APPLICATION FOR MBE/WBE/VBE/DOBE PROGRAM WAIVER**

Pursuant to the IndyPL Instructions To Bidder/Applicant (hereinafter Bidder), this application for a (check each of the following which apply)  MBE  WBE  VBE  DOBE program waiver is hereby submitted for the Project/Contract listed below by Bidder. (Use additional sheets if necessary.)

Date of Application: \_\_\_\_\_ Project/Contract Number: \_\_\_\_\_  
 Project/Contract Name: \_\_\_\_\_ Bidder: \_\_\_\_\_  
 Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

In attempting to meet the project goal Bidder made the following good faith efforts for the purpose of fulfilling that goal (**Check all that apply**). **Minimum score required to establish “good faith” effort is 70 points.**

<u>Item:</u>	<u>Weighting Score</u> (For Library Use ONLY)
<input type="checkbox"/> 1. Bidder (check one of the following) <input type="checkbox"/> did <input type="checkbox"/> did not attend all pre-bid or pre-solicitation meetings held by the Library to inform MBEs, WBEs, VBEs, and DOBEs of contracting opportunities.	10    _____
<input type="checkbox"/> 2. Bidder placed advertisements in search of prospective MBEs/WBEs/VBE and DOBEs for the contract. Provide all such advertisements, including e-mail “send-to” section, if used.	10    _____
<input type="checkbox"/> 3. Bidder provided written notifications to MBEs/WBEs/VBEs/DOBEs notifying them of contracting opportunities in sufficient time to allow them to participate and to minority business assistance agencies for the purpose of locating prospective MBEs, WBEs, VBEs, and DOBEs for the contract. Bidder's written notification to the Office of the Mayor’s Business Development Program for assistance in locating MBEs, WBEs, VBEs, and DOBEs must also be documented. Provide all such documents.	20    _____
<input type="checkbox"/> 4. Bidder made the following efforts to select portions of the work to be performed by MBE/WBE/VBEs/DOBEs in order to increase the likelihood of achieving the stated goals, including the division of contracts into economically feasible units/parcels to facilitate participation _____ _____ _____	10    _____
<input type="checkbox"/> 5. Bidder contacted and/or negotiated with MBEs/WBEs/VBEs/DOBEs for specific sub-bids and/or partnerships. Please include a description of the information provided to MBE/WBE/VBEs/DOBEs regarding the plans and specifications for portions of the work to be performed and a statement of why prospective agreements with MBE/WBE/VBEs/DOBEs were not reached. Provide detailed documentation of such contacts/ negotiations.	15    _____
<input type="checkbox"/> 6. If the bidder rejected any MBE/WBE/VBE/DOBE firm(s) as unqualified, submit the reason(s) for this conclusion.	10    _____
<input type="checkbox"/> 7. Bidder provided the following technical assistance to MBEs/WBEs/VBEs/DOBEs in an	15    _____

**Attachment A**  
**Request for Proposals**  
**FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**  
**MBE/WBE/VBE/DOBE Business Utilization Program Summary**



effort to obtain MBE/WBE/VBE/DOBE participation, such as obtaining bonding, insurance, or a needed line of credit for the project, in an effort to obtain MBE/WBE/VBE/DOBE participation. Provide detailed documentation of such assistance.

- |                          |  |    |     |
|--------------------------|--|----|-----|
| <input type="checkbox"/> | 8. Provided interested MBE/WBE/VBE/DOBE certified to perform the solicited work with prompt access to the plans, specifications, scope of work and requirements of the contract  | 10 | ___ |
| <input type="checkbox"/> | 9. Follow-up to initial solicitations. Provide copy of all e-mails and call logs.  | 10 | ___ |
| <input type="checkbox"/> | 10. Has project joint venture agreement for this contract with a MBE/WBE/VBE/DOBE business or is a joint venture certified with the City as an MBE/WBE/VBE/DOBE business. MBE/WBE.VBE/DOBE minimum participation shall be 30% or greater (or as may be designated by OMWBD for this contract). | 15 | ___ |
| <input type="checkbox"/> | 11. Has a Mentor-Protégé Agreement with a MBE/WBE/VBE/DOBE business for this contract. MBE/WBE.VBE/DOBE minimum participation shall be 30% or greater (or as may be designated by OMWBD for this contract).  | 10 | ___ |

**TOTAL POINTS:** \_\_\_\_\_

**YOU MUST SUBMIT YOUR SUPPORTING DOCUMENTATION WITHIN 3 BUSINESS DAYS OF NOTIFICATION OF AWARD.**

**Bidder certifies that all information contained herein and attached hereto is true and accurate and that all good faith efforts were made by Bidder for the purpose of fulfilling the contract goals. Failure to sign this form may result in the proposal being determined non-responsive.**

**Bidder's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Attachment A**  
**Request for Proposals**  
**FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**  
**MBE/WBE/VBE/DOBE Business Utilization Program Summary**



For Library use only.

- Contract offers no opportunity to utilize subcontractors/suppliers.
- No MBE/WBE/VBE/DOBEs are certified in the category codes for which there are subcontractor/supplier opportunities.

This Application for Program Waivers is:

- Not Approved                       Approved
- Approved subject to the following conditions/restrictions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Diversity, Equity and Inclusion Officer, IndyPL

**Attachment A**  
**Request for Proposals**  
**FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**  
**MBE/WBE/VBE/DOBE Business Utilization Program Summary**

**MBE/WBE/VBE/DOBE PARTICIPATION GOALS PLAN FOR**  
**CONSTRUCTION, GOODS/SUPPLIES, AND SERVICES**

Submittal Due Date: \_\_\_\_\_ Project/Contract Name: \_\_\_\_\_

Bidder: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Bidder Address: \_\_\_\_\_  
 Bidder Phone: \_\_\_\_\_ Bidder E-mail Address: \_\_\_\_\_

Bidder  is  is not a City-certified MBE/WBE/VBE/DOBE and will self-perform \_\_\_\_\_% of the total contract amount.

Does an exclusive contract or agreement exist between the bidder and any subcontractor/supplier listed?  
 Yes  No If yes, please explain): \_\_\_\_\_

Provide names of MBE/WBE/VBE/DOBE sub-contractors/suppliers with which bidder has not previously worked (if any): \_\_\_\_\_

If Bidder is awarded this contract, the MBE/WBE/VBE/DOBE City certified firms listed below will be utilized in the performance of the contract as a subcontractor/supplier.

Full Legal Name of Firm	MBE, WBE, VBE, or DOBE	Contact Person	Phone #	Description of Work	\$ Dollar Amount	% of Total Contract Amount

Bidder must submit an *Application for MBE/WBE/VBE/DOBE Program Waiver* if it fails to meet the required utilization goals for the contract. Failure to provide the application for waiver at the time of submission may result in the disqualification and rejection of the bid/proposal.

Bidder's Signature: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment B**  
**Request for Proposals**  
**FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**  
**E-Verify Affidavit**

Pursuant to Indiana Code 22-5-1.7-11, the Contractor entering into a contract with the Indianapolis-Marion County Public IndyPL is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if E-Verify no longer exists.

1. Contractor affirms that Contractor does not knowingly employ an unauthorized alien.
2. Contractor affirms under the penalties of perjury that it has enrolled and is participating in the E-Verify program. Contractor is not required to participate should the E-Verify program cease to exist.
3. Contractor agrees to provide documentation demonstrating that Contractor has enrolled and is participating in the E-Verify program.
4. Library may terminate for default if Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified.

I affirm, under the penalties for perjury, that the foregoing representations are true.

(Contractor): \_\_\_\_\_

By (Written Signature):

\_\_\_\_\_

(Printed Name):

\_\_\_\_\_

(Title):

\_\_\_\_\_

*Important – Notary Signature and Seal Required in the Space Below*

STATE OF \_\_\_\_\_

Seal:

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My commission expires: \_\_\_\_\_ (Signed) \_\_\_\_\_

Residing in \_\_\_\_\_ County, State of \_\_\_\_\_

**Attachment C**  
**Request for Proposals**  
**FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**  
**IndyPL Branch Location Listing and Regions**

<b>Name</b>	<b>Street Address</b>	<b>Zip Code</b>	<b>Service Region</b>
Library Services Center	2450 N. Meridian St.	46206	-
Central Library	40 E. St. Clair St.	46206	Central
Beech Grove Branch	1102 Main Street	46107	Mid
College Avenue Branch	4180 College Avenue	46205	Mid
Decatur Branch	5301 Kentucky Avenue	46221	West
Eagle Branch	3901 Moller Road	46222	West
East Washington Branch	2822 East Washington Street	46219	Mid
East 38 <sup>th</sup> Street Branch	5420 E. 38 <sup>th</sup> Street	46218	East
Fort Ben Branch	9330 E. 56 <sup>th</sup> Street	46216	East
Franklin Road Branch	5550 S. Franklin Road	46219	East
Garfield Park Branch	2502 Shelby Street	46203	Mid
Glendale Branch	Future Address: 3660 East 62nd Street Current Address: 6101 N Keystone Ave	46220	Mid
Haughville Branch	2121 West Michigan Street	46222	West
InfoZone	3000 N Meridian St	46208	Mid
Irvington Branch	5625 East Washington Street	46250	East
Lawrence Branch	7898 Hague Road	46256	East
Martindale-Brightwood Branch	2434 North Sherman Drive	46218	East
Michigan Road Branch	6201 Michigan Road	46268	West
Nora Branch	8625 Guilford Avenue Closed for Renovations	46260	Mid
Pike Branch	6525 Zionsville Road Closed for Renovations	46268	West
Southport Branch	2630 East Stop 11 Road	46227	Mid
Spades Park Branch	1801 Nowland Avenue	46201	East
Warren Branch	9701 East 21st Street	46229	East
Wayne Branch	198 South Girls School Road	46231	West
West Indianapolis Branch	1216 Kappes Street	46221	West
West Perry Branch	6550 South Harding Street	46217	West

**Attachment D**  
**Request for Proposals**  
**FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**  
**Request for Proposal Schedule**

RFP Issued	January 26, 2024
Public Notices	January 26, 2024 and February 2, 2024
Virtual Pre-Proposal Conference Microsoft Teams	February 7, 2024, 2PM Local Time <a href="#">Click here to join the meeting</a> Meeting ID: 293 598 387 842 Passcode: bhg5Cx
Questions Due from Vendors to IndyPL	February 12, 2024
IndyPL Distributes via E-mail Responses to Vendor Questions	February 14, 2024
RFP Due ("Proposal Submission Deadline")	February 16, 2024, 2:00 PM Eastern time Electronic proposals delivery at: <a href="mailto:purchasingRFP@indypl.org">purchasingRFP@indypl.org</a> Hard copy proposals delivery at: Library Services Center Reception Desk 2450 North Meridian Street Indianapolis, IN 46208 Electronic proposals delivery at: <a href="mailto:purchasingRFP@indypl.org">purchasingRFP@indypl.org</a>
Proposal Evaluations	February 10 – February 15, 2024
Vendor Selection Recommendation to IndyPL Board at their Regular Monthly Public Meeting	February 26, 2024
IndyPL's Written Notice of Intent to Enter into an Agreement	February 27, 2024
Commencement of Services	March 18, 2024
Community Survey and Staff SOAR Analysis Delivered for Analysis	April 15, 2024
Final Report and Community Survey Data Analysis Due	April 30, 2024

**Attachment E**  
**Request for Proposals**  
**FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**  
**Non-Collusion Affidavit**

The undersigned, on behalf of the Vendor, being first duly sworn, deposes and states that the Vendor has not, nor has any other member, representative, employee or agent of the Vendor, entered into any combination, collusion or agreement with any person relative to the Service fees to be proposed by anyone at such letting, to prevent any person from submitting a proposal, or to induce anyone to refrain from submitting a proposal.

The undersigned further deposes and states that this Proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person referring to such proposal.

The undersigned further deposes and states that no person, firm or entity has or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Proposal.

Vendor: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

*Important – Notary Signature and Seal Required in the Space Below*

STATE OF \_\_\_\_\_

Seal:

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My commission expires: \_\_\_\_\_ (Signed) \_\_\_\_\_

Residing in \_\_\_\_\_ County, State of \_\_\_\_\_

**Proposal Contents Checklist:**

- \_\_\_\_\_ Vendor Introduction and Cover Letter.
- \_\_\_\_\_ Non-Collusion Affidavit included as **Attachment E**.
- \_\_\_\_\_ Vendor Proposal Sheet included as **Attachment F**.
- \_\_\_\_\_ Vendor Profile and Experience.
- \_\_\_\_\_ Vendor References.
- \_\_\_\_\_ Vendor Sample Work Plan.
- \_\_\_\_\_ XBE Waiver Application included as **Attachment A**.
- \_\_\_\_\_ Executed E-Verify Affidavit included as **Attachment B**
- \_\_\_\_\_ Vendor Additional Information within the maximum page limit.
- \_\_\_\_\_ One (1) original, three (3) print copies, and one (1) electronic PDF copy.



**Attachment F**  
**Request for Proposals**  
**FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**  
**Vendor Proposal Sheet**

**VENDOR:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Agent of Vendor (if applicable): \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Vendor Certification:**

The undersigned acknowledges that I/we have received and thoroughly reviewed the Request for Proposals (RFP) dated 1/22/2024, including the addenda listed below, and have visited the Library sites to understand the entire Scope of Services required under the RFP.

Pursuant to notices given, the undersigned, with complete understanding of the requirements and conditions, shall provide the Services fully in accordance with the requirements of the RFP.

**Acknowledgement of Receipt of Addenda:**

I/We have received and reviewed the Addenda listed below (if applicable) and have included the provisions thereof in the response to the RFP.

Addenda Received: \_\_\_\_\_