

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

January 13, 2022

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR
EXHIBITION COORDINATOR SERVICES**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners (Board):

1. Approve the release of a Request for Proposals (RFP), substantially in the form on file in the Board Office, for Exhibition Coordinator Services for the Los Angeles Public Library (Library).
2. Find, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the work can be performed more economically by an independent contractor than by City employees.
3. Authorize the City Librarian and City Attorney to make technical corrections as deemed necessary.
4. Adopt the attached Resolution regarding the RFP for Exhibition Coordinator Services.

B. FINDINGS:

1. The Library requires the professional and technical services of a consultant to manage, coordinate, and plan exhibitions at the Central Library Getty Gallery, First Floor Gallery, the Annenberg Gallery and other Library facilities.
2. The services that the selected Exhibition Coordinator will perform include, but are not limited to, the following: Project management; coordinate and organize exhibitions and public programs; provide and/or coordinate art handling and collections management; act as registrar in setting up and maintaining condition reports for artwork and artifacts; arrange for necessary restoration of artworks; and other related duties as-needed.
3. The term of the proposed agreement will be for five (5) years.

4. The proposals submitted in response to the RFP will be submitted electronically to the following: exhibition_coordinator_2021@lapl.org
5. Funds are available in the Library Contractual Services Account 3040 to compensate the selected contractor for services.
6. The Library is committed to providing an inclusive and robust outreach process for disadvantaged, marginalized and local businesses and individuals. Our goal is to create a diverse pool of candidates to provide services and support to the Library and our patrons. We welcome and encourage Request for Proposal submissions from a wide range of participants.
7. The RFP has been reviewed by the City Attorney and is ready to be released.

Attachments

Prepared by: Deirdre Gomez, Senior Management Analyst (Retired)
Ani Boyadian, Project Manager

Reviewed by: Madeleine M. Rackley, Business Manager
Kren Malone, Director of Central Library Services
Susan Broman, Assistant City Librarian

RESOLUTION

January 13, 2022

LIBRARY RESOLUTION NO. 2022-XX (C-XX)

WHEREAS, The Los Angeles Public Library (Library) desires to issue a Request for Proposals (RFP) to select a qualified Exhibition Coordinator to provide services to manage, coordinate, and plan exhibitions at the Central Library Getty Gallery, First Floor Gallery, the Annenberg Gallery and other Library facilities; and,

WHEREAS, The proposals submitted in response to the RFP will be submitted electronically to the following: exhibition_coordinator_2021@lapl.org; and,

WHEREAS, The term of the proposed contract resulting from the RFP would be for five (5) years; and,

WHEREAS, Funds are available in the Library Contractual Services Account 3040 to compensate the selected contractor for services:

THEREFORE, RESOLVED, That the Board of Library Commissioners (Board) hereby authorizes the City Librarian, or designee, to release the RFP for Exhibition Coordinator Services and to advertise and distribute the RFP to potential proposers; and,

THEREFORE, FURTHER RESOLVED, That the Board finds, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that it is more economical that these services be performed by an independent contractor than by City employees; and,

THEREFORE, FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and City Attorney to make technical corrections as deemed necessary.

This is a true copy:

Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT: