

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

April 27, 2023

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR THE DEVELOPMENT OF A NEW LIBRARY WEBSITE**

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 the Development of a New Library Website.
2. Find, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by an independent contractor than by City employees.
3. Authorize the City Librarian and City Attorney to make technical and clerical corrections, if needed, to the RFP.
4. Adopt the attached Resolution regarding the RFP for the Development of a New Library Website.

B. FINDINGS:

1. The Library requires the professional services of a qualified individual or organization to oversee the design and development for a new Library website to: increase awareness of Library resources and programs; retain current Library patrons and attract new Library users; improve access to resources and services; optimize functionality with mobile devices; increase accessibility for users with disabilities; increase language access; and provide Library staff with tools to easily create content, monitor and analyze use, and continuously improve site functionality and performance.
2. The selected Contractor will develop a multi-phase plan in cooperation with a Library web-design team; provide for the input of Library operations and IT staff, community groups, and other stakeholders; provide staff training on the use and maintenance of the finished product; and participate in the implementation and marketing of the finished product. Upon completion of the project, the services of the selected Contractor may be retained to provide technical and administrative support.

3. It is anticipated that a contract could be executed within 12 months of releasing the RFP. The selected Contractor and Library staff may then begin the necessary work to develop a new Library website.
4. The term of the proposed agreement will be for two years with one one-year option to renew at the discretion of the City Librarian, or designee.
5. Funds are available in Library Contractual Services Account 3040 to compensate the selected Contractor for services in accordance with the proposed contract. No minimum amount of work or compensation is guaranteed.
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 submissions from a wide range of participants.
7. The RFP has been reviewed by the City Attorney and is ready to be released.

Attachments

Project Manager: Jené Brown, Director of Emerging Technologies and Collections

Prepared by: Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Alex Mui, Director of Systems
Madeleine M. Rackley, Library Business Manager
Susan Broman, Assistant City Librarian

RESOLUTION

LIBRARY RESOLUTION NO. 2023-__ (C-__)

WHEREAS, the Library requires the professional services of a qualified individual or organization to oversee the design and development for a new Library website;

WHEREAS, it is anticipated that a contract could be executed within 12 months of releasing the RFP, at which point the selected Contractor and Library staff may then begin the necessary work to develop a new Library website. A beta website version could then be presented to the Board in mid to late 2024 for discussion, revisions and approval;

WHEREAS, the term of the proposed agreement will be for two years with one one-year option to renew at the discretion of the City Librarian, or designee, in an amount not to exceed \$400,000. No minimum amount of work or compensation is guaranteed;

WHEREAS, funds are available in the Library Contractual Services Account 3040 to compensate the selected Contractor for services in accordance with the proposed contract:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and authorizes the release of an RFP for the Development of a New Library Website; and

FURTHER RESOLVED, that the Board hereby authorizes the City Librarian and City Attorney to make technical and clerical corrections, if needed, to the RFP.

This is a true copy:

Raquel M. Borden
Commission Executive Assistant
Adopted by the following votes

AYES:

NOES:

ABSENT: