

REQUEST FOR PROPOSAL

**Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233**

**RFP #: MPL-22-008
Dated: August 3, 2022
Due Date: August 19, 2022**

REQUEST FOR PROPOSAL (Hereinafter referred to as “RFP”) from the Board of Trustees of the Milwaukee Public Library, City of Milwaukee, Wisconsin, for a **Circle Keeping Consultant**.

Project Description

The Milwaukee Public Library (MPL) seeks to contract services for a Circle Keeping Consultant to run its Restorative Practice Circle Keeping programs. MPL is looking for an individual to implement a program to provide youth with increased communication and conflict resolution skills. The Library will select a Circle Keeping Consultant to lead regular youth programs at all of its locations, giving special focus to programming at three branches located in under resourced neighborhoods. The Circle Keeping practice develops community and builds relationships to create trust and help people work together, and the consultant also will facilitate the training of library staff in this practice. The consultant will work with project team members who are MPL employees committed to support the Consultant to success, continuously. This is not a City of Milwaukee employment position.

The Milwaukee Public Library offers a dynamic, innovative environment where the Library is the best Third Place possible. Inspiration starts here – we help people read, learn, and connect!

About Circle Keeping Initiative (CKI) / Restorative Practice (RP)

Circle Keeping has the broad goal of proactively developing community, building relationships, managing conflict, and increasing shared values that enable individuals and groups to develop trust and therefore live/work more effectively together. The field is developing across national and disciplinary borders - including families, schools, communities, workplaces, and justice systems - with the intention to restore community in an increasingly disconnected world.

Scope of Work:

1. Develops a clear sense of the MPL’s mission, vision, values, and daily logistics
2. Cultivates and grows relationships in the community with the goal of creating an audience base of youth who will participate in circle work
3. Hosts primarily teen CKI sessions throughout the city at partner sites and in MPL locations
4. Engages teens in circles to avert punitive measures when library behavior is in need of a correction
5. Facilitates CKI training to MPL staff, as well as train-the-trainer sessions
6. May supervise interns
7. Assists Project Team with assessments of the program
8. Prepares monthly and annual reports for program development and activities, including statistical and narrative reports; maintains essential records and handles correspondence.

Consultant Qualifications and Credentials:

- High School degree or higher required
- Experience hosting Circle Work, or experience with conflict resolution and communication models with teenagers or young adults required
- Appreciation of the philosophical underpinnings of Restorative Practices required
- Initiative in forming and maintaining partnerships with community organizations to provide circles to teens
- Demonstrated personal and professional commitment to equity and inclusion
- Ability to work under pressure and effectively facilitate difficult conversations with both youth and adults
- Excellent communication skills, presentation skills and organizational skills required
- Demonstrated ability to complete independent projects successfully; set and meet project deadlines; results-oriented and proactive
- Effective classroom management skills

- Ability to work in a fast-paced environment; flexible and adaptable
- Ability to work effectively with diverse library users of various age levels
- Proficient or better in using Microsoft Office Suite products
- Basic or better in using Google Drive (or other shared network)
- Valid Wisconsin Driver's license and personal automobile with appropriate insurance
- Transportation to conduct Circles throughout the Library system is required
- Successful completion of DOJ background check
- Ability to comply with MPL's Covid-19 safety protocols

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Schedule:

The contract period is late Summer 2022 – March 31, 2023 for 20 hours per week. Circles are held multiple times per week and include primarily afternoon, evening and weekend hours in conjunction with MPL operating hours and availability of teens. Each individual Circle Work session ranges from 1 to 2 hours each. Remaining hours are devoted to planning, staff training and other project assignments.

Compensation:

The project rate is \$30/hr. Submission of hours worked must be done in a timely manner to maintain a bi-weekly compensation schedule.

All questions concerning the meaning or intent of the RFP should be submitted in writing, via email to Anne Rasmussen, Associate Director of Strategic Initiatives and Public Services, afrasmu@milwaukee.gov, no later than **3 p.m. on Friday, August 12, 2022**. An addendum will be issued on **Monday, August 15, 2022** to answer all questions received relating to the Request for Proposal. The addendum will be posted on MPL's website (https://www.mpl.org/about/library_opportunities/vendors.php) for all interested vendors to view. Questions received after this time will not be answered.

Submit proposals (cover letter including description of completed Circle Work projects, resume and references) to: Anne Rasmussen, Milwaukee Public Library, 814 W. Wisconsin Avenue, Milwaukee, WI 53233, or send electronically to afrasmu@milwaukee.gov by **Friday, August 19, 2022**. Anticipated start date is August 29, 2022.

When preparing a proposal, responders are instructed to thoroughly read all instructions on the Request for Proposal. Your proposal is an offer to perform or supply the service or materials described above in accordance with the scope of the work set forth in the RFP. In no event shall the responder submit its own terms and conditions as a response to this RFP. Your proposal must meet the plan(s) or scope of the work set forth herein.

Proposals will be evaluated based on the criteria specified in the Request for Proposal, particularly the items listed in the Scope of Work and Qualification section. Award will be made to the proposer that best meets the needs of the Milwaukee Public Library as defined in the RFP.

The awardee will need to comply with Milwaukee Public Library's Terms and Conditions (Attachment 1).

The Library reserves the rights to award no contract after the proposals are scored.

Signed: Joan R. Johnson, Secretary

*CITY OF MILWAUKEE, represented by the
Board of Trustees, Milwaukee Public Library*

BY  *Secretary*

MILWAUKEE PUBLIC LIBRARY TERMS AND CONDITIONS

The Milwaukee Public Library (“MPL”) Vendor contracts and agreements will require the following terms, conditions, obligations and duties, in addition to the terms, conditions, obligations and duties set forth in the Request for Proposal and/or Scope of Work documents, and will be bound by all appropriate Milwaukee Public Library, as an agency of the City of Milwaukee, contracting requirements.

1. **Public Records and Document Retention.** Both Parties understand that MPL is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Agreement are subject to and conditioned on the provisions of Wis. Stat. sec. 19.21 et. sec. **VENDOR** acknowledges that it is obligated to assist MPL in retaining and producing records that are subject to the Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Agreement, and that **VENDOR** must defend and hold MPL harmless from liability due to its fault under that law. Except as otherwise authorized, those records shall be maintained for a period of seven years after the termination of the Agreement.
2. **Conflict of Interest.** No officer, employee, or agent of MPL or the City of Milwaukee (“City”) who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Agreement pertains, shall have any personal interest, direct or indirect, in this Agreement. No member of the governing body of the City or MPL and no other public official the City or MPL who exercises any functions or responsibilities in the review or approval of the carrying out of this Agreement shall have any personal interest, direct or indirect, in this Agreement.
3. **Nondiscrimination.** **VENDOR** agrees not to discriminate against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, past or present membership in the military service, familial status, or based on affiliation with or perceived affiliation with any of these protected categories. This requirement shall apply, but not be limited to, the following: tenure, terms or conditions of employment, promotion, demotion or transfer, recruitment or recruitment advertising, employment rules and policies, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. No person in the United States shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Agreement. MPL and each employer will comply with all requirements imposed by or pursuant to the regulations of the appropriate federal agency effectuating Title VI of the Civil Rights Act of 1964. **VENDOR** agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq. **VENDOR** will cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
4. **Liability.** This Agreement shall not be interpreted to waive any right of recovery in law or in equity by either party against the other.
5. **Insurance.** **VENDOR** acknowledges that the City of Milwaukee does not maintain a policy of insurance covering its employees or its motor vehicles. Instead, the City self-insures its employees and its vehicles against liability.