

Answers to Questions asked by prospective bidders on the RFP: **EXECUTIVE SEARCH FIRM Recruiting Services for Library Director**

General Questions

1). Is there a compensation range, base + commission/bonus, for the Library Director role?

RESPONSE: Details regarding the compensation for the Library Director will be shared with the firm that is awarded the contract.

As for the letter "I" section below, do you want firms to list additional references specific to our DEI experience? I ask because DEI leadership hiring is our niche, so I want to make sure that we're formatting and addressing this section very clearly.

- i. DEI or experience related to diverse hires (please be specific). All firms should present their experience with identifying, recruiting, and selecting candidates from historically excluded and marginalized groups and include a strategy for the Library Director search.*

RESPONSE: Yes, please answer with detail and specificity.

2). One question I have is whether the library requires that vendors carry insurance. I have operated my executive search practice for more than 20 years as a sole proprietor and do not carry business insurance.

RESPONSE: No, insurance is not a requirement.

3). We have not conducted a search for a Director of a Library. should we submit our proposal knowing your RFP mentions this as a major criteria in selecting a firm?

RESPONSE: Yes, you should still submit a proposal, but please highlight how your previous experience would transfer to this context.

Also can you provide an estimate of the Library's current operating budget and the current salary of the Director.

RESPONSE: The Newark Public Library 2022 operating budget is \$11.2 million. The salary of the Director is \$182,070.

The Library shall post responses to all questions to all firms who submitted questions and on its webpage.