



**ST. LOUIS
PUBLIC
LIBRARY**

ST. LOUIS' ORIGINAL
SEARCH ENGINE®

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TO: All Contractors
FROM: Rita Kirkland
DATE: January 26, 2021
SUBJECT: Proposal Addendum No. 2
PROPOSAL#: 21-001780
DATE ISSUED: January 6, 2021
THE PROJECT: St Louis Public Library Diversity, Equity & Inclusion Consultant

1. INTENT

This addendum is issued to provide a clarification/addition to proposal plans and/or specifications.

2. CLARIFICATION / ADDITION

Questions from Proposers due to Library answered by the St. Louis Public Library Director of Neighborhood Services

- **Does the library system already use an electronic survey software system? If so, would the consultant be able to have access to that system? Is it anticipated that the consultant would also analyze results?**
No, the Library does not have electronic survey software system. However, Google forms offer options to collect data anonymously. In addition, we are open to exploring survey tools such as Survey Monkey. Yes, the consultant will also analyze the results. The results are a prime component that will drive the work. Administration and the DEI chair committee will want to see the results as well.
- **Is it possible to share the documentation/data that was used to create any strategic plans or other pertinent planning documentation?**
The consultant will have access to the strategic plan, the DEI charge, and proposal.
- **What is the anticipated budget for this project? Having this ballpark figure will help us best craft a reasonable project approach.**
We do not have one at this time. We would like to see tiered pricing.
- **What is the anticipated timeline for starting and completing this project?**
Ideally, we would like to begin the project in 2nd Qtr. 2021 if possible. Timeline and completion would depend on the consultant's recommendations and Administration's response to those recommendations.

Mission Statement

The St. Louis Public Library will provide learning resources and information services that support and improve individual, family, and community life.

**Questions from Proposers due to Library answered by the St. Louis Public Library
Director of Neighborhood Services (Continued from page 1)**

- If selected for the project, would the consultant/vendor be eligible to perform the work recommended in the final report submitted to the Library?
Yes

- Does the project include gathering information from community stakeholders and patrons/customers or only the Library's employees?
Initially, only library employees -- but including community stakeholders/customers is something we will consider down the line since our goal is both internal/external changes.

- Is the Library open to more than one firm working together on this project?
We are interested in working with only one firm.

COMPANY:

VENDOR'S SIGNATURE:

TITLE:

(Date)