

DETROIT LIBRARY COMMISSION PROCEEDINGS

Special Meeting

AUGUST 22, 2017

In attendance:

Administrative Staff:

Jo Anne G. Mondowney, Executive Director **(JGM)**Antonio Brown **(AB)**

Trinee Moore

Margret Bruni

Atiim J. Fuchess

J. Randolph Call

Maria Norfolk

Karen Johnson

Also Present: Deborah Dorsey, Carolyn Mosley, Christina Ladson, Alma Simmons,
Berton Brown, Cassandra Smith Gray

Call to Order

President Jackson called the Special Meeting of the Detroit Library Commission to order at 4:07p.m.

A roll call vote was taken with the following results:

Commissioner Franklin Jackson, President (FJ)	Present
Commissioner Jean-Vierre Adams (JVA)	Present
Commissioner Victoria Innis-Edwards (VIE)	Present
Commissioner Iris Taylor, (IT)	Present
Commissioner Edward Thomas (ET)	Present

Minutes were approved at the September 19, 2017 Commission Meeting

Approval to Contract for Lobbying Services – Action Item

(JGM) Read the Approval to Contract for Lobbying Services in its entirety to Commission.

A Request for Qualifications (RFQ) for lobbying services was issued to five of the top lobbying firms in the State of Michigan on June 5, 2017. The Detroit Public Library received quotes from each of the five firms requested:

Governmental Consultant Services, Inc.

120 N. Washington Sq., Ste. 110
Lansing, MI 48933

Karoub Associates

121 W. Allegan St.
Lansing, MI 48933

Kelley Cawthorne

208 N. Capitol Ave. 3rd FL
Lansing, MI 48933/
3011 W. Grand Blvd, 26th FL
Detroit, MI 48202

Muchmore Harrington Smalley & Associates, LLC

124 W. Allegan St. Ste. 1900
Lansing, MI 48933

Public Affairs Associates

120 N. Washington Sq., Ste. 1050
Lansing, MI 48933

The Executive Director and Chief Financial Officer reviewed the proposals and selected three firms to be interviewed.

After the interview, each firm was scored by each member of the evaluation team using a RFP Evaluation Scorecard consisting of five (5) criteria. Certain weight was given to each criteria based on level of importance for a maximum points allowed of 100 points. The following is a list of criteria and the maximum points allowed for each:

Experience and knowledge of Library issues. (30 pts)	Available resources to monitor and influence legislation. (30 pts)
Experience with Michigan Legislation and Executive Departments (20 pts)	Firm's Principal assigned to Detroit Public Library (10 pts).
Ability to learn Library issues. (10 pts)	

Reviewers scored all proposals independently, the sum of which were totaled and averaged to determine the qualified firm to be considered. The average scores are as follow:

VENDOR	ADDRESS	BID AMOUNT	AVERAGE EVALUATED TOTAL SCORE
Karoub Associates	121 W. Allegan St. Lansing, MI 48933	\$48,000 one year	90
Public Affairs Associates	120 N. Washington Sq, Ste. 1050 Lansing, MI 48933	\$48,000 one year	76.50
Kelley Cawthorne	3011 W. Grand Blvd. 26 th FL Detroit, MI 48202	\$39,000 one year	90

Authorization is requested to contract with Kelley Cawthorne for lobbying services for one (1) base year (September 1, 2017 to August 31, 2018) at a monthly rate of \$3,250 in an amount not to exceed thirty-nine thousand dollars (\$39,000).

- (FJ) Asked about the conclusion to select Kelley Cawthorne as the vendor.
- (JGM) Responded that Kelley Cawthorne is the lowest financial obligation among the most responsible bidders.
- (VIE) Asked if the contract has an automatic renewal process or will it need to come before the Commission in the form of a new "Request for Proposal".
- (JGM) Responded that Kelley Cawthorne provided a scale of monthly cost after the first year of service, however, the current proposal does not have an automatic renewal option. Projected monthly cost after 2017:
- \$3,250 – 2018
 - \$3,500 – 2019
 - \$3,750 -- 2020

- (IT) Asked when looking at the evaluation scale and its relative weight between “experience and knowledge of library issues” and “available resources to monitor and influence legislation”, would we consider it more critical for the vendor to “monitor and influence legislation” versus “knowledge of library issues”? (Please see attached Lobbyist Evaluation forms)
- (JGM) Explained that each of the top agencies possessed the ability to monitor and influence legislation. During the interview, Kelley Cawthorne discussed current legislation that could possibly impact the library.
- (VIE) Asked the evaluation team to provide the names of the account manager and lobbyist team for each vendor.

<u>Agency</u>	<u>Lobbyist Team</u>
Kelley Cawthorne	Dr Oscar King, III, Team Leader and David Gregory
Karoub Associates	Tabitha Jimmy and Berton Brown
Public Affairs Associates	Rebecca Bechler, Team Leader and James Ryan
Muchmore Harrington Smalley & Associates, LLC	Patrick Harrington, Team Leader
Governmental Consultant Services, Inc.	Garry Owen, Team Leader

- (VIE) Moved to approve the contract for lobbyist services from Kelley Cawthorne. Commissioner Thomas supported the motion.
- (FJ) Requested a rollcall vote for the approval of a one-year contract with Kelley Cawthorne for lobbyist services in accordance with the recommendation of the Executive Director. Rollcall vote transpired as follows:

Commissioner Adams	YES
Commissioner Innis-Edwards	YES
Commissioner Jackson	NO
Commissioner Taylor	NO
Commissioner Thomas	YES

The approval passed by a three to two vote.

- (IT) Requested that a formal review and evaluation of Kelley Cawthorne performance take place at end of the one-year contract. The Commission will determine

whether to continue with Kelley Cawthorne services or issue a new Request for Proposal. Commission Taylor also requested that Administration develop a metric to evaluate the vendor's performance prior to start of service. This will ensure that DPL objectives are in place and clearly understood by the vendor.

- (VIE) Requested that Mr. Brown develop an evaluation metric prior to the start of the vendor's service.
- (IT) Requested clarification of the funding source and remaining balance for all future requests for Commission approval.
- (FJ) Adjourned the meeting at 4:45pm.