

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

November 10, 2022

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

**SUBJECT: AWARD OF CONTRACT TO STEVEN MCCLEAVE, DBA SJ MCCLEAVE
EVENTS, TO PROVIDE SPECIAL EVENTS COORDINATOR SERVICES**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners (“Board”):

1. Award a contract, substantially in the form on file, to Steven McCleave, dba SJ McCleave Events (SJ McCleave), to provide Special Events Coordinator Services for the Library on an as-needed and as-requested basis and find the proposal submitted to be responsive to the Request for Proposals for Special Events Coordinator Services (RFP).
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 changes, if needed, to the contract.
4. Authorize the Board President and the Board Secretary to execute the contract upon completion of all required approvals.
5. Adopt the attached Resolution regarding the award and execution of the contract between the Library and SJ McCleave for Special Events Coordinator Services.

B. STATEMENT OF FACTS:

1. On August 26, 2021, the Board approved the release of the RFP to find a qualified and experienced entity to provide professional and technical services to coordinate and oversee a wide range of special events at the Central Library and the 72 Branch Libraries on an as-needed and as-requested basis (Library Resolution No. 2021-24).
2. The RFP was released on November 5, 2021. On January 5, 2022, an addendum to the RFP was released to reschedule the Mandatory Pre-Proposal Conferences to January 13, 2022, and revise the proposal due date to February 25, 2022. On January 25, 2022, an addendum to the RFP was released to include a second mandatory pre-proposal conference on February 8, 2022, and revise the proposal due date to March 11, 2022.

3. On March 11, 2022, the Library received three proposals from the following organizations:
 - A. Davina Douthard, LLC
 - B. Steven McCleave, dba SJ McCleave Events
 - C. Utopia Worldwide
4. Library staff reviewed the proposals and found all three to be responsive to the RFP submittal requirements. An evaluation panel of Library employees reviewed and evaluated the proposals and determined that the proposal submitted by SJ McCleave best meets the needs of the Library.
5. Subsequent to submitting the proposal, SJ McCleave has requested that the hourly rate proposed be increased from \$50 per hour to \$55 per hour. This increase is lower than the rate proposed by Davina Douthard, LLC or Utopia Worldwide and would not change the final score or ranking. SJ McCleave states there have been significant increases in the cost of doing business since the proposal was submitted in March 2022.
6. Staff recommends that SJ McCleave be awarded a contract with a term of three years in an amount not to exceed \$127,500 per fiscal year (July 1-June 30). Staff also recommends that the hourly rate increase be approved. No amount of work or compensation is guaranteed, and all work will be performed on an as-needed and as-requested basis.
7. SJ McCleave will perform the following activities: Research and develop event concepts; perform public relations and marketing duties to build and develop client relationships and grow business; oversee all client and vendor logistic needs; coordinate set-up and strike expectations with Library staff, including custodial services, maintenance, and security; conduct pre and post site inspections; obtain permits; utilize the Library's master event calendar; maintain records of events for historical purposes; and perform other related duties.
8. The Library does not have the appropriate staff in its employ to perform the services required by the Library. Staff therefore requests that the Board find 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.
9. Funds are available in Contractual Services Account 3040 to compensate SJ McCleave for services in accordance with the contract.
10. The contract has been reviewed by the City Attorney and is ready to be transmitted for processing.

Project Manager: Eloisa Sarao, Project Manager

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

Reviewed by: Madeleine M. Rackley, Business Manager
Susan Broman, Assistant City Librarian

RESOLUTION

LIBRARY RESOLUTION NO. 2022-XX (C-XX)

WHEREAS, on August 26, 2021, the Board of Library Commissioners (Board) approved the release of a Request for Proposals for Special Events Coordinator Services (RFP) to find a qualified and experienced entity to provide professional and technical services to coordinate and oversee a wide range of special events at the Central Library and the 72 Branch Libraries on an as-needed and as-requested basis (Library Resolution No. 2021-24); and

WHEREAS, on November 5, 2021, the RFP was released; on January 5, 2022, an addendum to the RFP was released to reschedule the Mandatory Pre-Proposal Conferences to January 13, 2022, and revise the proposal due date to February 25, 2022; and on January 25, 2022, an addendum to the RFP was released to include a second mandatory pre-proposal conference on February 8, 2022, and revise the proposal due date to March 11, 2022; and

WHEREAS, on March 11, 2022, the Library received three proposals from the following organizations:

- A. Davina Douthard, LLC
- B. Steven McCleave, dba SJ McCleave Events
- C. Utopia Worldwide

WHEREAS, Library staff reviewed the proposals and found all three to be responsive to the RFP submittal requirements. An evaluation panel of Library employees reviewed and evaluated the proposal and determined that the proposal submitted by Steven McCleave, dba SJ McCleave Events (SJ McCleave) best met the needs of the Library; and

WHEREAS, subsequent to submitting the proposal, SJ McCleave has requested that the hourly rate proposed be increased from \$50 per hour to \$55 per hour. This increase is lower than the rate proposed by Davina Douthard, LLC or Utopia Worldwide and would not change the final score or ranking. SJ McCleave states there have been significant increases in the cost of doing business since the proposal was submitted in March 2022; and

WHEREAS, on November 10, 2022, the Board found, 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; and

WHEREAS, on November 10, 2022, the Board approved the award of a contract to SJ McCleave for a term of three years in an amount not to exceed \$127,500 per fiscal year (July 1 - June 30) and approved the hourly rate increase from \$50 per hour to \$55 per hour; and

WHEREAS, funds are available to compensate the Contractor for services in accordance with the Agreement:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the contract with SJ McCleave to provide Special Events Coordinator Services as stated in the report;

FURTHER RESOLVED, that the Board authorizes the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the contract; and

FURTHER RESOLVED, that the Board authorizes the Board President and Board Secretary to execute the contract upon the completion of all required approvals.

This is a true copy:

Raquel M. Borden
Commission Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT: