

**PIERCE COUNTY LIBRARY SYSTEM
REQUEST FOR PROPOSAL (RFP) for
SUMNER LIBRARY COMMUNITY PROVIDER(S)**

PART 1: INTRODUCTION, PURPOSE, AND TIMELINE

Pierce County Library System (the “Library” or “PCLS”) is a junior taxing district under the laws of the State of Washington established in 1946 as a rural library district under chapter 27.12 RCW. The Library provides library services for the residents of unincorporated Pierce County, fifteen (15) annexed cities and towns (Bonney Lake, Buckley, DuPont, Eatonville, Edgewood, Fife, Gig Harbor, Lakewood, Milton, Orting, South Prairie, Steilacoom, Sumner, University Place, and Wilkeson). The total estimated population served is over 680,000.

More information about the Library, including its history, locations, services, programs, and budget may be found on our website at www.mypcls.org.

Purpose

The Library is seeking one or more organizations to provide free services and programs onsite (collectively, the “Services”) for the public in a dedicated space at the new Sumner Library, located at 15216 Main Street E, Sumner, WA 98390 and expected to open midway through 2027. Services in this context require a minimum of two (2) years.

Estimated Timeline

November 7, 2025	RFP Announcement
November 21, 2025, 5pm pacific time	Final date for any questions
December 3, 2025	Response to Questions posted
December 31, 2025, 5pm pacific time	Proposals due (non-public opening)
January 2026	Proposals reviewed, and potential interviews
February 6, 2026	Notice of intent to award finalist(s) Notice of next round RFP posting*
April 30, 2026	Agreements signed
Summer 2027	Anticipated opening date of new Sumner Library, including community provider space

* This RFP will remain open until one or more submissions are selected. Each subsequent round, if any, will have its schedule provided in the public advertisement and amendments in this RFP in the appropriate locations.

PART 2: GENERAL INSTRUCTIONS TO RFP SUBMITTERS

1. **Submission:** To be considered for selection, submitters must submit materials in one or both forms provided below by the submission date on the timeline above:

- a. Email submissions may be submitted to:

PMcBride@piercecounitylibrary.org

- b. As an alternative, three (3) copies of the submission in printed hardcopy. Submission must be addressed as follows:

Pierce County Library System
Attn: Petra McBride, Manager of Exec Office Admin
3005 112th Street East
Tacoma WA 98446-2215
Response for: Sumner Library Community Providers

The Library strongly recommends that the submitter confirm that electronic submissions occurred. The Library will not be held responsible for electronic submissions that are not received due to any electronic issues, including but not limited to, wrong email address, network issues, emails sent to spam folders, or emails rejected by any security systems. Submissions received late may be deemed not responsive and may not be considered, at the Library's discretion. The Library reserves the right, without penalty, to extend the date of submission and will provide due notice of such date extension, including an updated RFP schedule.

2. **Signatures:** A corporate official who has been authorized to make such commitments must sign the submission (see Declaration in Part 8) for the submission to be considered. The lack of a properly submitted and signed Declaration Page may be sufficient cause for rejection.
3. **Submission Procedures and Forms:** All submitters must comply with the requirements contained herein. Submitters may only submit one submission for consideration. Submitters may submit additional information with their submission as desired.
4. **Questions about the RFP:** All questions about this RFP should be directed to Rachel McDonald, Programs and Services Manager at RMcDonald@piercecounitylibrary.org, or in writing to:

Pierce County Library System
Attn: Rachel McDonald, Programs and Services Manager
3005 112th Street East
Tacoma WA 98446-2215

The Library may delegate someone to answer submitted questions or queries. The Library reserves the right to share answers publicly and with other submitters as deemed appropriate and necessary. Questions and answers will be posted periodically at <https://mypcls.org/get-involved/partner-with-us/>.

Explanations or instructions given before the award of the contract will not be binding. Information given to a prospective submitter concerning this RFP will be furnished to all prospective submitters as an amendment to the solicitation.

5. **Withdrawal or Modification of RFP Submission:** A submitter may, without prejudice to itself, modify or withdraw its submission by written request, provided that the submission and any request is received by the Library prior to the due date of submission above. Following the

withdrawal of its submission the submitter may submit a new response provided it is received by the Library at the address and by the date as shown in the above Date of Submission.

6. **Modification of RFP:** The Library reserves the right, without penalty, to add, remove, modify, or otherwise update the RFP, in any way the Library sees fit, provided that such modifications shall be submitted with due notice prior to the deadline for submission.
7. **Rejection of Proposals:** The Library reserves the right to reject any and all submissions without penalty. Any and all submissions may be rejected for cause. Further, the Library reserves the right to cancel the project with or without reason.
8. **Award of Contract:** The contract shall be awarded to the responsive, responsible submitter who best meets the Library's needs and interests per the process outlined in Part 5: Evaluation Process. One or more awards will be made. The Library reserves the right to waive informalities, irregularities, and deviations of submissions, and to be the final judge as to which submission shall be accepted by the Library. Award is anticipated no later than forty (40) days after RFP closing.
9. **Contract Negotiation:** Finalist(s) will be expected to enter negotiations for pricing, if any, and other contractual terms. Failure to complete negotiations will result in disqualification of the finalist. Upon conclusion of negotiations, the Library and finalist(s) may enter into a mutually agreed contractual agreement.
10. **Public Disclosure of Award:** All proposals will be treated with confidentiality prior to award. After award of the submission, the submission will fall under the requirement by Washington State law (chapter 42.56 RCW) that obligates the Library to make the document available for public inspection, if requested.
11. **Insurance:** The contract awardee(s) shall provide a current Certificate of Insurance to the Library prior to physical access to the community room. Such Certificate shall include limits for liability, automobile, and errors/omissions.
12. **Acknowledgement of Amendments to RFP:** Submitters must acknowledge receipt of any amendment by signing and returning the amendment or by a written letter. Such acknowledgement must be received by RFP submission.
13. **Submission Opening:** All submissions will be opened after 5:00pm, December 31, 2025. The Library may conduct interviews in January 2026, virtually. By submitting a response to this RFP, submitters understand and agree to be available during the hours of 9am and 4pm between January 20 and January 23, 2026 to participate in a short, 1-hour interview. The Library will do its best to accommodate submitter's preferred time slot during those days. Failure to interview may disqualify the submission.
14. **Final Inspection upon Award:** Submitters will verify submission on all existing conditions.
15. **Cancellation:** The Library may cancel this RFP or any subsequent contract, or any part thereof by written notice at any time without penalty if any finalist fails to comply with the terms, instructions, specifications, and delivery completion dates, or perform the work with diligence.
16. **Contract Administrator:** The administrator of this contract will be Rachel McDonald, Programs and Services Manager for Community Engagement.

PART 3: SUBMISSION REQUIREMENTS

1. Submitters are expected to fully inform themselves as to the conditions, requirements, and available information before submitting proposals. Submissions imply acceptance of the terms and conditions herein, unless otherwise stated.
2. Submitters must be capable of performing the services specified in this RFP, including demonstrating that they have the necessary experience, ability, and financial resources to perform the work in a manner that is acceptable to the Library.
3. Submission must be summarized in a cover letter to include typical letterhead displays of logos, organizational contact information, etc. (the cover letter does not need to be pre-printed). An officer of the organization, or a designated agent empowered to bind the organization in the contract offer, must sign the letter.
4. The Library may schedule virtual presentations or interviews of one or more submitters; fulfillment of this request shall be at no cost to the Library. The Library reserves the right to change the dates of interviews if necessary.
5. A narrative response to information requested in Part 4 below.
6. References via a list of three (3) similar services the organization has performed within the last five (5) to seven (7) years using the form in Part 7.
7. Signed Declaration Form in Part 8.

PART 4: NARRATIVE OF ORGANIZATION

Briefly introduce your organization, its central mission, and its current organizational goals and focus. Discuss how these align with Library's mission, vision, values, and strategic priorities.

Describe your organization's experience providing community resource navigation, behavioral health, mental health, employment, or other vital services to Pierce County residents. Include population served, their unique needs, outcomes, and how you evaluate services.

Describe the services you propose offering within the Sumner Library to residents of East Pierce County. Indicate target audience(s), their unique needs, outcomes, and how you plan to evaluate services.

Describe your experience establishing capacity-building partnerships with community organizations. Include length of each partnership, outcomes, and what resources each organization contributed.

List key personnel that run the organization and will be accountable for providing services in the Community Provider Space. Include a brief professional biography outlining the experience of the key personnel that will be involved in providing services. If your organization anticipates hiring or retaining additional position(s) to provide services, provide the educational requirements for the position(s).

If available, provide your organization's IRS Form 990 or 990-Ns for the previous three (3) years. Younger organizations should submit all available forms/reports. If your organization is not organized as 501(c)(3), please provide a brief accounting of assets and expenditures.

PART 5: EVALUATION PROCESS

The Library will evaluate the merit of each submitter's qualifications, capability to perform the services, references, ability to meet schedules, their process and methods, previous experience, terms and conditions, overall responsiveness to the RFP, and the ability to comply with the RFP requirements.

The Library reserves the right to conduct discussions with any submitter. Submitters shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submissions. During the discussions, the Library will not disclose any information derived from one submitter to any other submitter. The Library reserves the right to request the submitter to provide additional information during this process.

Failure of the submitter to provide information requested in the RFP may result in disqualification of the submission and shall be the responsibility of the submitter.

PART 6: SCOPE OF SERVICES

Background

Funded by a voter-approved bond, a state grant, donations, and other revenue sources, the Library is building a new facility in the City of Sumner, which will serve as an anchor for library services and a community resource for East Pierce County. The building will include a dedicated space for one or more non-profit tenant-partners (the "Partners") whose strategic priorities align with the Library's to serve clients locally, providing access to equitable community resource navigation for residents of East Pierce County. To this end, the Library is seeking one or more organizations to provide free services and programs onsite (collectively, the "Services") for the public. Basic space usage terms will be made attractive so that the community benefits from the joint partnership(s).

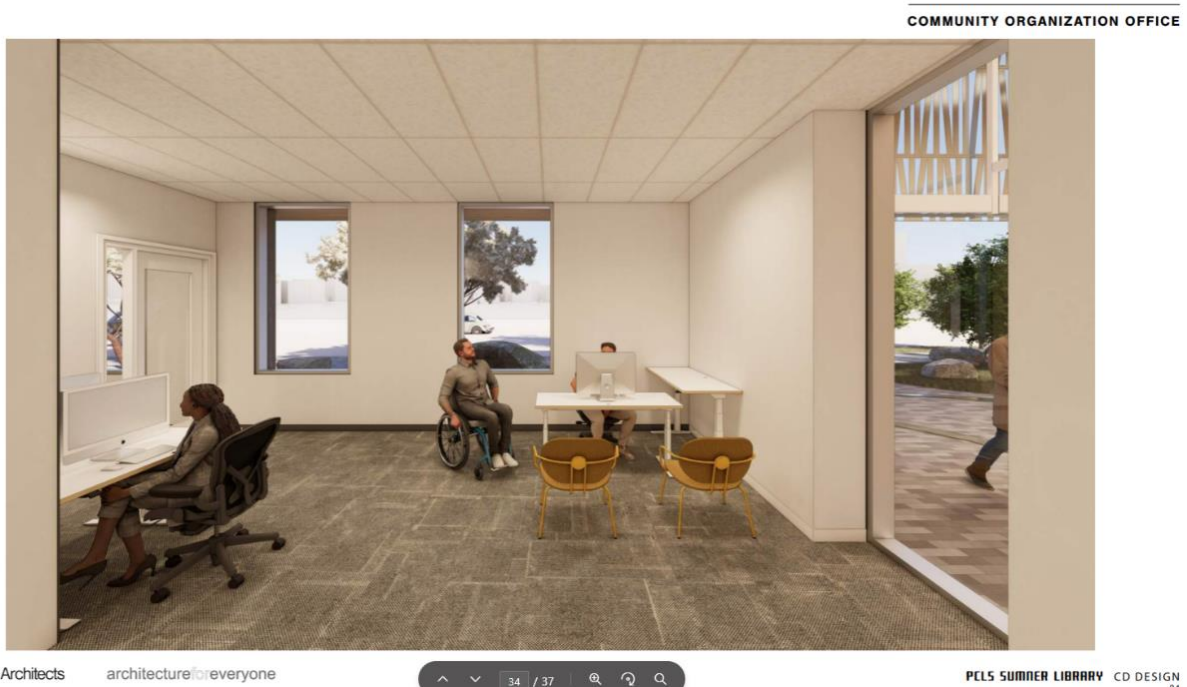
Space Overview

This space will allow the Partner(s) to be embedded within the Sumner Library and provide Services to community members in East Pierce County. The community provider space is 350 square feet with an additional interior office of 118 square feet, for a total of 468 square feet. In addition to this dedicated space, Partner(s) will have shared access to flexible meeting and programming spaces, single-stall staff restrooms, and a break room with a kitchenette.

The floor plan and architectural rendering show the planned layout of the tenant area (community room). The layout and square footage may change slightly from images shown during construction. The space is outlined below in light green.



A concept of the interior look is provided below. The view is from the southeast wall of the community room, looking north and out to Main Street.



Minimum Requirements

Submitter must be a non-profit organization and demonstrate the following:

- Experience providing community resource navigation, behavioral health, mental health, employment, or other vital services to Pierce County residents.
- Demonstrable capacity to provide a minimum of thirty (30) hours per week (preferably more) onsite during library open hours, which will be Monday-Thursday, 10am to 7pm and Friday-Sunday, 10am to 6pm, excluding holidays. To maximize use of the space during open hours, multiple Partners may be selected.
- Experience establishing capacity-building partnerships with community organizations.

Scope of Services and Deliverables

The Library will select Partner(s) based on the qualifications and abilities of their organizations, including their alignment with the Library's mission, vision, values, and strategic priorities. Partner(s) will be expected, at a minimum, to:

- Provide free Services (e.g., resource navigation, social services, etc.) that align with the Library's Strategic Plan while complementing the Library's core programs and services;
- Work collaboratively in a shared environment with Library staff, other Partners, and any service providers the Library may use;
- Operate safely and in cooperation and compliance with Library staff, policies, and procedures;
- Report attendance or other metrics to the Library; and
- Provide an annual impact report to Library Administration and Foundation, which may include in-person or virtual presentations to the Board of Trustees and strategic partners.

Additional Requirements for Organizations

- Licensed to do business in the State of Washington and hold a valid Washington State business license.
- Must have an operating presence in Pierce County, WA and serve residents of Pierce County, WA. No aspect of either this RFP or subsequent contract restricts awardees from serving other operating areas, regardless of those inside or outside of Pierce County, WA.
- Must hold acceptable insurance policies, such as general liability and others as may be required, and furnish proof of these policies to the Library.
- Must possess or provide all Organization Personnel with all necessary technology and equipment, including cell phones, printers, scanners, laptops, etc. The Library offers free public Wi-Fi access in and near all its locations.
- Must operate current anti-virus software on all computers within the Organization's network.
- Must provide all Organization Personnel with IT support for security and equipment maintenance.

Part 7: References

Provide a list of three (3) capacity-building projects or collaborations your organization has performed within the last seven (7) years. Include names and email or phone numbers for contacts at community organizations. The Library reserves the right to contact references other than those included in the submittal.

Reference 1:

Community Organization:

Website:

Contact:

Email or Phone:

Project or collaboration:

Reference 2:

Community Organization:

Website:

Contact:

Email or Phone:

Project or collaboration:

Reference 3:

Community Organization:

Website:

Contact:

Email or Phone:

Project or collaboration:

PART 8: DECLARATION

Organization Name:

Authorized Representative: _____

Title: _____

Address: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

Website Address: _____

The undersigned Submitter declares to have read and fully understand the Request for Proposal and agrees to all terms, conditions, and provisions contained therein, including the Scope of Services; and proposes and agrees that if this proposal as submitted is accepted, Proposer will contract to perform in accordance with the specifications and proposals.

Signature of Authorized Representative

Date