



**REQUEST FOR PROPOSAL**

**Executive Director Search Firm Contract**

**Timberland Regional Library Executive Director Search**

**Proposal Schedule**

Schedule of Events	Date/Time
Solicitation for Personal Services Release	6/24/2026
Response Deadline	7/10/2026
Executive Search Committee Review	7/13-7/15/2026
Announcement of Selected Firm	7/22/2026
Commencement of Search by Selected Firm	TBD
Anticipated Time-to-Fulfill Proposal Requirements	TBD

*TRL reserves the right to amend the above timeline.*

**Please deliver all questions or proposals electronically to Human Resources prior to the listed deadline.**

**Contact Information:**

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## 1. Purpose and Background

**The Timberland Regional Library District invites proposals for contracted Executive Director search services.**

The Timberland Regional Library (TRL) was established in 1968 to provide library services to 5 counties with a variety of populations and needs. TRL is a special purpose taxing district in the State of Washington, as an Intercounty rural library district as defined [by RCW 27.12.010 \(2\)](#). The establishment of TRL allowed an expansion of services for all counties included within the district. These previously inaccessible resources, such as varied service hours, locations, books, and other essentials are now considered critical in maintaining a balanced quality of life in the communities it serves.

Following the resignation of the Executive Director (effective June 30, 2026), and the subsequent appointment of a temporary Interim Executive Director, The Timberland Regional Library Board of Trustees as the legislative body within TRL has committed to engaging in a nationwide search to fill the regular Executive Director role.

The Board of Trustees strongly believes that hiring a new regular Executive Director will be the most consequential decision that they make during their tenure. As the direct hiring authority for this role, the Board is requesting to engage an independent professional search firm. This was determined through unanimous vote as the best way to maximize candidate sourcing, maintain a structured and consistent candidate evaluation process, and utilize a firm insulated from both internal and external pressures.

Engaging an independent search firm removes the roadblock of real or perceived conflicts of interest and assists the Timberland Regional Library District with a full, multi-phased, and thorough process that gives both TRL employees and the vast TRL community the ability to participate alongside the Board of Trustees as voices within the recruitment process.

## 2. Minimum Qualifications

Minimum Qualifications are required to be eligible for a proposal submission. Any proposal that does not meet these requirements will not be considered further.

- Demonstrated experience (with references) of successfully recruiting executive and/or director roles for public libraries, library systems, or comparable public-sector or governmental organizations.
- Pre-defined methodology for incorporating stakeholder input into executive search.
  - stakeholder input including but not limited to employees, patrons of the library district, community members within Thurston, Lewis, Mason, Grays Harbor, and Pacific counties.
- Commitment to Equity, Diversity and Inclusion, with engagement and outreach to a variety of communities beyond standard passive advertising.



- No conflict of interest that violates any TRL Ethics Policies and Procedures, which would include personal investment/interests in current TRL employees, Trustees, and prospective candidates for the defined role.

### **3. Scope of Services**

#### **3.1 Process design and execution**

- 3.1.1 Develop a comprehensive plan of action and tentative timeline with defined milestones. The Executive Committee will review, and the full Board will approve forward movement at each defined milestone.
- 3.1.2 Manage the recruitment in full and be the sole point of contact for candidates and application materials.
- 3.1.3 Make recommendations to the Board at each defined milestone and adjust based upon discussion and input from all relevant parties.

#### **3.2 Stakeholder input**

The firm will gather input from all TRL stakeholders in order to understand the desires of each group. The firm will utilize their previously proven methodology to gather input from the following groups:

- TRL staff at all levels
- Friends of the Library Groups
- Community partners
- The public, local representatives, and patrons within all five TRL counties

3.2.1 Openly share and discuss the methods used to collect input. Methods may include surveys, listening sessions, interviews, or a mutually agreed upon method that is approved by the full board. The firm will provide a written summary of the input gathered.

3.2.2 The input received will directly influence the leadership profile and evaluation criteria, especially in how each candidate is assessed.

#### **3.3 Position description and outreach**

- 3.3.1 Work with the search committee to amend the Job Description to fit our desired leadership profile, utilizing Board and stakeholder input.
- 3.3.2 Present to full board for final approval prior to advertising. Advertise the role broadly through both library and public sector professional networks.
- 3.3.3 Conduct active, direct outreach to prospective candidates, especially candidates that fit the needs of the library district even if they did not directly apply.



### **3.4 Screening and evaluation**

Review applications and screen candidates based on the criteria created in collaboration with the search committee and full Board.

- 3.4.1 Proactively follow-up with the Board to provide updates regarding the search, number of candidates, application materials, and how the evaluation rubric is being used.
- 3.4.2 Coordinate, prepare, and be an active participant during interviews.
- 3.4.3 Keep candidates engaged and advise them on each step of the process, including the community engagement portion for each of the finalists. Inform the finalists of the intent to publicly share their candidacy.

### **3.5 Community engagement with finalists**

Once finalists are determined, but before the board selects, stakeholders will have the opportunity to participate in a structured community engagement process in which they will be able to meet the finalists for the Executive Director role and provide input. Final format to be approved by Board.

- 3.5.1 The engagement process will allow for input, but will not include any type of voting, ranking, or choosing of a candidate. The selection and appointment of a Regular Executive Director will remain at the discretion of the full Board.
- 3.5.2 If the community engagement process involves Board Members, it must abide by all applicable laws and regulations, with special attention towards the Open Public Meetings Act. If the process requires a quorum, then it must be announced as a Board Meeting at least 24 hours in advance.

### **3.6 Selection support and onboarding**

Provide support through the final interviews and deliberations, including providing market compensation data, recommendations on compensation range, facilitating a conditional offer prior to a background check ([RCW 49.94.010 \(1\)](#)), background check with required credit check portion, and confirmation that references, background check, and all other required steps are completed prior to the conclusion of the contract.

- 3.6.1 While the firm may advise and assist, it may not extend the final offer on the Board's behalf unless specifically directed by the full board to do otherwise.
- 3.6.2 Collaborate with the Executive Committee and any other relevant parties to ensure a smooth onboarding for the selected candidate.

## **4 TRL Reserved Rights, Policies, and Procedures**

This section details relevant policies, procedures, RCWs, and reserved rights that the Timberland Regional Library (TRL) District and all services will abide by.



### **Rights**

4.1 TRL reserves the right to reject any proposal or portions thereof. TRL’s ability to evaluate proposals is influenced by the organization, detail, comprehensive material, and readable format of the response.

4.2 All proposals must be received by the deadline stated on page 1. The responsibility of ensuring submission on time will be the sole responsibility of the submitter.

4.3 TRL is not liable for costs incurred by the Proposer to prepare, submit and present proposals, interviews and/or demonstrations.

### **RCWs**

The Board of Trustees of the Timberland Regional Library (TRL) has approved the scope, criteria, and proposal requirements for all firms that make submissions to TRL for consideration, as required by the following RCWs.

[RCW 53.19.010](#) (6) “Personal service ... professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement which may not reasonably be required in connection with a public works project” TRL is conducting a search for a firm that can conduct a full-cycle recruitment of a Library Executive Director.

[RCW 35.57.070](#) “Service Provider Agreements. The public facilities district may secure services by means of an agreement with a service provider. The public facilities district shall publish notice, establish criteria, receive and evaluate proposals, and negotiate with respondents under requirements set forth by district resolution.”

[RCW 42.56.070](#) “Public Records Act, Documents and indexes to be made public. Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of subsection (8) of this section, this chapter, or other statute which exempts or prohibits disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by this chapter, an agency shall delete identifying details in a manner consistent with this chapter when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.”

If you believe any of the documents you are submitting to TRL as part of your proposal or work are exempt from disclosure, you can request that they not be released before you receive notification. You must very clearly and specifically identify each record and the exemption(s) that may apply. (If you are awarded a contract, the same exemption designation will be carried forward to the contract records.)



### **Ethics Policy 021**

All contractors are required to abide by the same code of ethics as a regular employee.

#### Influence

“May not use [your position] in any manner intended to induce or coerce, or has the effect of inducing or coercing, any person to provide ... [anything of value] for personal gain.”

#### Personal Benefit From Confidential Knowledge

“May not have any financial interest in any service or property when the interest was acquired because of [your] knowledge of TRL’s confidential plans... May not influence any contract sale, lease, or purchase in which [you] have an interest.”

#### Special Privileges and Gifts

“May not seek or accept any gift, favor, special condition or price, loan, retainer, entertainment, meal, travel expense, compensation, or other thing of value from any vendor or supplier doing business or seeking to do business with TRL, unless the offer is part of an organized service available to all employees or attendees.”

## **5 Required Response Materials**

Each Proposal should be limited to no more than 10 pages to guide consistency and ease of review.

### **Firm Experience**

- Respond to each of the requirements listed within the Minimum qualifications section:
  - Demonstrated experience (with references) of successfully recruiting executive and/or director roles for public libraries, library systems, or comparable public-sector organization.
  - Pre-defined methodology for incorporating stakeholder input into executive search.
  - Approach to engagement and outreach to a variety of communities beyond standard passive advertising.
  - No conflict of interest that violates any TRL Ethics Policies and Procedures which would include personal investment/interests in current TRL employees, Trustees, and prospective candidates for the defined role.

### **Qualifications and Approach**

- Overview of your approach, methodology, and any unique strengths/differentiators.

### **Availability/Capacity**

- Ability to begin work upon selection.
- Estimated timeline to complete the search.



### Pricing Structure

- High-level overview of fee structure (flat fee, retainer, percentage, hybrid, etc.)
- Overview of how pricing may or may not change based upon the general scope of work provided within the RFP.

## 6 Selection Process

TRL shall select a proposal that best fits the criteria. The decision will be based on Firm Experience, Approach, and Pricing. Below is the weight of each measure that will be used to determine the best fit.

Firm Experience	25
Approach	35
Availability	20
Pricing	20

## 7 Award and Contract Execution

TRL reserves the right to make a final decision based on the listed criteria, and/or the consensus of the Executive Committee. Once a decision is reached, each proposal will receive a response on their status, and the selected firm will receive communication on TRL’s intent to award.

The following documents must be provided prior to execution of the contract:

- State of Washington Business License
- Special Licenses (if any)
- Taxpayer Identification Number and W-9
  - Unless the Consultant has already submitted a Taxpayer Identification Number and Certification Request Form (W-9) to TRL, the Consultant must execute and submit this form prior to the contract execution date <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

When the contract has been finalized and signed by all parties, the contract must be executed within 10 business days.