



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: **AS-0**

September 16, 2009

REQUEST FOR PROPOSALS – INFORMATIONAL UPDATE 1 AS-NEEDED OPERATION OF THE TECHNICAL LIBRARY (2009-AN015)

Thank you for attending our mandatory Proposers' Conference for As-Needed Operation of the Technical Library (2009-AN015) on Tuesday, September 8, 2009. The following clarifications have been made to the Request for Proposals (RFP). Questions posed at the Proposers' Conference are in ***bold and italic font*** while language in only **bold font** will be added to the RFP.

1. ***Question: Can Public Works provide the previous budget or how the budget items were allocated (i.e. supplies, books, subscriptions, etc.) because it is difficult to prepare a comprehensive budget?***

Response: Library Expenditure for the period of November 2008 to Present:

- Library Supplies cost: \$190 65
- Book/periodicals expenditure cost: \$5,455 75

2. ***Question: Would the management consider someone with a recent library degree who had worked in a library or someone who had a library certificate from a 2-year college who has several years of experience working in libraries? The hourly rate will be considerably lower than the going rate for a professional librarian with 3-years experience and lowering the requirements would broaden the field of prospective candidates considerably.***

Response: Public Works has taken the suggestion into consideration, however, a librarian with a Master of Library Science degree and three years experience in a small library environment shall remain as the minimum requirement.

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The deadline to submit the proposals has been extended to **Thursday, September 24, 2009, at 5:30 p.m.**

If you have questions concerning the above information, please contact Ms. Melissa Saradpon at (626) 458-4077, Monday through Thursday, 7 a.m. to 5.30 p.m.

Very truly yours,

GAIL FARBER
Director of Public Works

A handwritten signature in black ink, appearing to read "Ghayane Zakarian". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

GHAYANE ZAKARIAN, Chief
Administrative Services Division

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