



Request for Proposal

FY2019 -FY2021 Strategic Plan Development

CONTACT PERSON

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SCOPE OF WORK

SELCO (Southeastern Libraries Cooperating) and SELS (Southeast Library System) seek consultant services to assist the Board, staff, and member library representatives in developing a comprehensive strategic and technology plan. The plan will include regional goals, measurable objectives, and proposed activities to meet member library needs for the next three years. The plan will identify regional services incorporating future trends, technologies, and organizational structure.

In consultation with the SELCO Executive Director and members of the Extended Strategic Planning Committee, the consultant will collect, analyze, and interpret input from the library community. The consultant will present findings to the Extended Strategic Planning Committee.

The consultant will facilitate three to five meetings of the Extended Strategic Planning Committee.

The consultant will prepare a working draft of the strategic plan.

SELCO/SELS is not committed to any particular planning methodology.

CONSULTANT RESPONSE

The proposal from the consultant should:

- Describe the specific methodology and process to complete the project tasks.
- Commit to SELCO/SELS project timeline.
- Identify consultant staff or subcontractors who will be responsible for carrying out the specific tasks.
 - Identify the project manager who will be responsible for assuring that all tasks are completed on schedule.
 - Describe the relevant qualifications of personnel to be assigned to the project and project responsibilities.
- Describe consultant experience with comparable projects and provide three client references.
- Identify any potential conflict of interest.
- Identify the total "Not to Exceed" cost for completing the individual tasks included in the proposal. Include an itemization for each consultant or subcontractor (if applicable) assigned to the project, including the hourly/daily rate, as well as the total cost of services, supplies, materials, travel, and any other relevant expenses.

EVALUATION

Proposals will be evaluated based on methodology, proposed costs, and experience. The Executive Director will analyze the proposals and make a recommendation to the SELCO/SELS Executive Committee. Final approval will be made by the SELCO/SELS Executive Committee.

SCHEDULE TO RECEIVE AND ANALYZE PROPOSALS

Proposals must be submitted to the SELCO Executive Director no later than 5:00 P.M. on Friday, August 25, 2017. Proposals must be submitted digitally in PDF format to kross@selco.info. For questions and/or verification of receipt of proposal, contact Krista L. Ross, SELCO Executive Director at 507-288-5513 or kross@selco.info.

TIMELINE

- July 26, 2017 - RFP distributed
- August 25, 2017 – Proposals due
- September 26, 2017 – Recommendation to the SELCO/SELS Executive Committee for approval
- Early October 2017 – Planning meeting of the Extended Strategic Planning Committee* and Consultant
- Early November 2017 – Conduct group discussion sessions (number and types of gatherings determined by consultant)
- Late November-Early December 2017 – Possible follow up after group discussion sessions
- Early December 2017 – Meeting of the Extended Strategic Planning Committee to report findings
- Late December 2017 – Early January 2018 – Consultant prepares working draft of plan
- Late January 2018 – Consultants and staff prepare final draft
- Late January 2018– Meeting of the Extended Strategic Planning Committee to review final draft
- February – March 2018 – SELCO staff finalize new Strategic Plan (**Note: Consultants may be called upon for guidance.**)
- April 24, 2018 – Anticipated approval date of new Strategic Plan

*Members of the Extended Strategic Planning Committee will include:

- SELCO/SELS Strategic Planning Committee members
- 3 Representatives from the SELCO Advisory Committee
- 3 Representatives from the SELS Advisory Committee
- SELCO Executive Director as Lead

PAYMENT

SELCO will accept invoices for:

- 10% of the proposed project cost upon acceptance of the proposal and signing of a contract.
- 40% of the proposed project cost following the presentation of findings to the extended Strategic Planning Committee.
- 50% of the proposed project cost upon completion of the project.

The final product and all related materials shall be the sole property of SELCO.