



Southeastern Libraries Cooperating & Southeast Library System

Serving academic, public, school, and special libraries

Request for Proposal

Strategic Planning

EXECUTIVE SUMMARY

SELCO (Southeastern Libraries Cooperating) and SELS (Southeast Library System) are regional library systems created by Minnesota State Statute to serve public libraries (SELCO) and school media centers, academic and special libraries (SELS) in an 11 county area of SE Minnesota. Both organizations provide services and support for the member libraries, but do not provide services directly to the public.

CONTACT PERSON

Krista L. Ross
Executive Director, SELCO (Southeastern Libraries Cooperating)
507-288-5513, ext. 3
kross@selco.info

SCOPE OF WORK

SELCO and SELS seek consultant services to assist the Board, staff, and member library representatives in developing a comprehensive strategic plan. The plan will include regional goals, measurable objectives, and proposed activities to meet member library needs for the next three years. The plan is intended to 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 conduct focus group sessions to collect, analyze, and interpret input from the member library staff and boards, SELCO/SELS Board of Directors and SELCO staff. The consultant will present findings to the Extended Strategic Planning Committee.

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 July 27, 2021. 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 6, 2021 - RFP distributed
- July 27, 2021 – Proposals due
- August 24, 2021 – Recommendation to the SELCO/SELS Executive Committee for approval
- Early-September 2021 – Planning meeting of the Extended Strategic Planning Committee and Consultant
- September - October 2021 – Conduct focus group sessions (number and types of gatherings determined by consultant) and any necessary follow up surveys
- Early November 2021 - Findings presented to Extended Strategic Planning Committee

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.