

December 22, 2021

RE: Request for RFP's  
Viking Library System  
Strategic Planning Services

The Viking Library System, a federated regional public library system headquartered in Fergus Falls, MN, is inviting your firm to submit a Proposal for Strategic Planning Services.

We have enclosed the Project "Request for Proposal" for your information and use.

Please contact Erin Smith, Director, at [esmith@vikinglibrarysystem.org](mailto:esmith@vikinglibrarysystem.org) with any questions.

Erin Smith, M.L.S.  
Director, Viking Library System

Cc (w/RFP): Viking Library System Governing Board members



# Viking Library System

*... providing local access to the world*

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1915 W Fir Ave., Fergus Falls, MN

[www.viking.lib.mn.us](http://www.viking.lib.mn.us)

218-739-5286

## **Request for Proposal: Strategic Plan Development**

**December 2021**

### **Background**

Viking Library System (VLS) is a federated regional public library system serving the six west central Minnesota counties of Douglas, Grant, Otter Tail, Pope, Stevens and Traverse. First organized in 1975, it has eleven member libraries located in Alexandria, Browns Valley, Elbow Lake, Fergus Falls, Glenwood, Hancock, Morris, New York Mills, Pelican Rapids, Perham, and Wheaton.

Viking Library System is one of four regional public library systems in Minnesota that is identified as a combination system. Combination systems have independent member libraries and also offer direct services to the public. Although local public libraries are members of the regional system, these independent city and county libraries retain local governance, seek local funding, hire local staff and determine local library expenditures. The regional library system both provides services to its member libraries and also receives county funds to provide direct services to the public in areas primarily outside of the member library communities. The system board is responsible for both region-wide services to the member libraries and for library services delivered directly to the public.

### **Objective**

Viking Library System (VLS) seeks professional consulting services to assist the Board, staff, and member library representatives in developing a comprehensive strategic and technology plan for the regional system. Outcomes of the plan will include regional system goals, objectives, service priorities, and activities to meet patron and member library needs for the next three to five years.

### **Scope of Work**

VLS is seeking a professional and experienced facilitator or facilitation team to perform the following:

- Facilitate the strategic planning process using methods conducive to a federated library system providing direct services to the public and support to member libraries.
- Collect, analyze, and interpret research, data, and input from stakeholders.
- Facilitate planning meetings and input sessions.
- Review the System's current mission and vision statements. Facilitate revisions and the creation of core values.
- In conjunction with VLS Administrative staff and Board members, draft a strategic plan to be shared with stakeholders, including the Minnesota Department of Education.

Final deliverables to include:

- VLS Mission, Vision and Core Values
- Clearly defined service priorities, goals, measurable objectives and activities.
- Forward-thinking process for review, evaluation and future adjustments to the plan.

## Proposal Deadline and Inquires

All inquiries and proposals should be addressed to Erin L. Smith, Director, Viking Library System and emailed to [esmith@vikinglibrarysystem.org](mailto:esmith@vikinglibrarysystem.org). Proposals must be received by email by Tuesday, January 11 to be considered.

## Proposal Requirements

- **Contact** information for consultant(s) and firm.
- Brief **summary** of firm history, related **experience** and a minimum of three (3) **references**.
- Identify consultant staff or subcontractors responsible for carrying out specific tasks.
  - Identify the project manager.
  - Describe the relevant qualifications of staff assigned to the project.
- Identify any potential conflict of interest.
- The proposed **methodology and process** to be used.
- **Fees:** Identify the total “Not to Exceed” cost. Include an itemization for each consultant or subcontractor (as applicable), including the hourly/daily rate, as well as the total cost of services, supplies, materials, travel any other related expenses.
- Identify any potential **conflict of interest**.
- Ability to meet the **project timeline**.

## Timeline:

- December 2022, RFP distributed
- January 2022, Proposals due (January 11); review and award
- February 2022, Planning process begins
- August 2022, Final plan presented to the VLS Governing Board

## Selection Criteria and Standards

Proposals will be evaluated on methodology, proposed cost, and relevant experience. The VLS Director will evaluate the proposals and make a recommendation to the VLS Executive Committee for final approval.

- VLS reserves the right to cancel the contract award at any time prior to the execution of the contract by both parties.
- No VLS staff or board member shall have a financial interest in this proposal.
- VLS reserves the right to request clarification of proposal elements and to select a consultant(s) based on the submitted proposal or to negotiate further with one or more respondent as needed.
- VLS reserves the right to reject any or all RFP responses.
- The final product and all related materials shall be presented to VLS at the conclusion of the project.