

**Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, IL 60440
www.fountaindale.org**

**Request for Proposals (RFP)
Consultant Services – Strategic Plan
July 22, 2021**

Introduction

The Fountaindale Public Library District is ready to adopt a new Strategic Plan. The District will engage the community in a participatory process to build consensus around a vision for the District for the next three to five years with a focus on how we serve our community inside our building, in our Outreach vehicle, and other means. The plan will address existing conditions and visioning for the future. The plan will be adopted by the District Board of Trustees in order to provide direction to the Board of Trustees, Library Administration, and Staff to implement the Fountaindale community's vision.

Planning Background

The last Strategic Plan was adopted in 2013 and completed in 2019. While this Plan has served the District well, there are new challenges and opportunities facing the District today that demand a fresh look at strategic planning for the District.

Plan Vision

It is expected the Strategic Plan will succinctly address existing conditions and visioning for the future. The plan should be realistic and implementable. The plan should pay particular attention to current and potential spaces, and how they serve the community. The plan should serve as a guideline for future planning decisions.

Qualifications

All firms responding to this request must meet the following minimum requirements:

- Demonstrated experience in strategic planning, public participation, and visioning at the local government level.
- Demonstrated experience in providing strategic planning services within budget, for projects of similar size.
- Proven knowledge of state and national strategic planning standards and best practices.

Scope of Work

The consultant will facilitate a participatory process to draft a new Strategic Plan. The District has a preference for an appreciative inquiry approach to the process. The plan will cover the population and territory encompassed by the boundaries of the District. A map of the District boundaries can be found at <https://www.fountaindale.org/visit/get-a-library-card/>. Trends that impact the District at regional, state, and national level must be considered as well.

It is anticipated the consultant will generally perform the following tasks:

- Establish and implement a community and information strategy with an appreciative inquiry approach so there is appropriate board, staff, and patron involvement in the planning process.
- Research and analyze existing spaces, both internal and external, with the related services and collections to establish existing conditions.
- Develop and facilitate a participatory process to gather community input.
- Formulate and recommend objectives and strategies based on the results of the participatory process.
- Draft a Strategic Plan for the District that covers the next three to five years. The plan will include goals, objectives, and action steps.

Proposed Project Schedule

July 22, 2021	RFP Issued
August 13, 2021	Questions due to the District
August 27, 2021	Questions and Answers published on District website
September 9, 2021	Proposals due to the District
September 2021	Proposals evaluated by District. Interviews with selected firms.
October 21, 2021	RFP Awarded and work begins
May 2022	Project Deliverables completed and given to the District

Budget and Administration

The consultant will be retained by the Fountaindale Public Library District. The project will be managed by the Executive Director. The District expects to enter into a lump sum contract with the selected firm.

Proposal Requirements

All proposals must contain the following information:

1. Firm Details

- a. **Overview:** A brief description of the firm, organization structure, location of principal offices, year firm was established (including former names of the firm), number of professional personnel and other pertinent information.
- b. **References:** A minimum of three examples of the consultant's recent relevant experience with client references. Each example should:
 - demonstrate the firm's capability to successfully complete similar projects;
 - meet schedule deadlines without delays;
 - complete similar projects within a specified budget;
 - list the initial cost estimates for each project and the final project cost with an explanation of any differences; and,
 - detail how closely your projected timeline was followed for each project.
- c. **Project Manager:** The name and relevant experience of the principal or project manager in the firm who will have direct and continued responsibility for the project. This person will be the District's contact on all matters dealing with the project and will handle all day-to-day activities through to completion. If called for an interview, this person is required to attend.
- d. **Staff:** The names and resumes of all staff who will work on the project. Individual resumes shall be limited to two pages and shall detail recent relevant experience. Include each individual's availability for this project. Only individuals who will actually work on the project should be included.
- e. **Sub-Consultants:** If the prime consultant proposes to use subconsultants, the following must be included:
 - The names of any outside consultants and/or sub-consultants and the individuals to be utilized. Include a brief description of their role on the project, an overview of the firm, an organizational chart, and a minimum of three examples of recent relevant experience for each outside consultant/sub-consultant.
 - Resumes of all prime and sub-consultant personnel that will work on the project. Individual resumes shall be limited to two pages and shall detail recent relevant experience. Include each individual's availability for this project. Only individuals who will actually work on the project should be included.
- f. **Conflict of Interest Statement:** Provide a list of any contracts for work which your firm is currently involved in which could be considered a conflict of interest.
- g. **Required District Resources:** Provide a listing of all resources you will need to have supplied by the District.

2. Project Plan

The proposed work plan shall include, at a minimum, the following:

- a. The consultant's understanding of the project and proposed approach to the work.
- b. A detailed list of the items of work to be performed. Each task shall include the personnel, assigned by name and title.
- c. A schedule showing the various tasks and total time frame proposed to complete the project.
- d. Any other relevant information.

3. Costs

Complete costs, including but not limited to any and all communication and travel expenses.

4. Deliverables

A detailed listing and explanation of the proposed deliverables should be included as part of the proposal. At a minimum, the following deliverables are expected:

- a. Process components:
 - Strategic Planning process timeline and overview
 - Board input process, including facilitation and reporting
 - Staff input process, including facilitation and reporting
 - Community input process, including facilitation and reporting
 - Presentations to the Board of Trustees, including interim reports and a final report
- b. Strategic Plan
 - Plan incorporates goals, objectives, and action steps and/or activities for the next three to five years to ensure we are meeting the community's needs
 - Recommended implementation process for Plan

Evaluation Process

The selection team will use, but will not be limited to, the following criteria to evaluate each proposal:

- Adherence to the intent of this RFP.
- Approach to the project and its fit with the community.
- Respondent's qualifications and reputation.
- Prior experience on similar or related types of projects.
- Quality of the proposed project plan and proposed deliverables.

All consultants are advised that in the event of receipt of an adequate number of proposals, which in the opinion of the District require no clarification and/or supplementary information, such proposals may be evaluated without discussion. Hence, proposals should be initially submitted on the most complete and favorable terms which the consultant is capable of offering to the District.

The District may conduct discussions with any consultant who submits an acceptable or potentially acceptable proposal. The District reserves the right to request the consultant to provide additional information during this process.

The District anticipates selecting and may interview two or more consultants. As part of the interview, each respondent will be expected to make a short presentation on the firm's experience and approach to the project. Each respondent should also be prepared to answer

questions related to their experience and their proposal. Interviews are expected to be approximately thirty minutes to one hour in length.

The Fountaindale Public Library District Board of Trustees has final authority to authorize funding and approve a contract with the selected consultant. The Fountaindale Public Library District Board of Trustees reserves the right to reject any and all proposals, waive irregularities and technicalities, and make an award in the best interest of the library. This Request for Proposals does not constitute a commitment by the Library District to award a contract and the Library District reserves the right to cancel this Request for Proposals.

Submission

An electronic copy must be received by 4:00 p.m. on Thursday, September 9, 2021 at:

pmills@fountaindale.org

Please use the following email subject line:

RFP Strategic Plan Response 2021

Late submittals will not be accepted.

Confidentiality

As a unit of local government, the Library District is subject to the Illinois Freedom of Information Act (“FOIA”), 5 ILCS 140/1 et seq. as amended. Therefore, after award of the contract, responses, documents, and materials submitted by the Proposer in response to this RFP will be available for public inspection in accordance with FOIA. Based on the public nature of RFPs, where applicable, a Proposer must inform the Library District, in writing, of the exact materials in the offer which it claims are exempt from disclosure pursuant to FOIA.

Eligibility to Enter into Public Contracts

The successful Proposer must be eligible to enter into public contracts and shall not be barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or any similar offense of “Bid-rigging” or “Bid-rotating” of any state or of the United States.