

REQUEST FOR QUOTE
STATEWIDE STRATEGIC PLANNING FACILITATOR
AUGUST 21, 2012

LibraryLinkNJ, The New Jersey Library Cooperative, is soliciting quotations for a Statewide Strategic Planning Facilitator.

RELEASE DATE: TUESDAY, AUGUST 21, 2012
DEADLINE TO RESPOND: TUESDAY, OCTOBER 2, 2012

1. Purpose.

The purpose of the RFQ is to obtain the services of a Strategic Planning Consultant to facilitate the development of a *Statewide Strategic Master Plan for the Future of Libraries in New Jersey*.

2. Overview - Contractor.

INFOLINK d.b.a LibraryLinkNJ – The New Jersey Library Cooperative is a 501(c)3 non-profit corporation. Its members are 2000 multi-type libraries and library-related agencies located in the twenty-one counties of New Jersey. This area includes 8.79 million people. The population of the state is highly diverse and includes some of the largest communities of Spanish speaking and Asian Indian persons in the U.S. While New Jersey ranks 47th in size (total area) among the states, it is the most densely populated at 1,195.5 persons per square mile (2010) and has more registered motor vehicles per square mile (782 in 2012) than any other state. Couple these few facts with the energy of a populace that is multi-lingual, intense and engaged and one sees just the tip of the challenges and service opportunities for New Jersey's libraries.

LibraryLinkNJ and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion and funding of the New Jersey Library Network. Members join at no charge and pay no dues. LibraryLinkNJ has a multi-faceted communication system in place that includes a website, forums, E-Updates, software for webinars and surveys, and social media. We can set up a blog or other mechanism for interactive communication.

This Request for Quote is held and managed by LibraryLinkNJ and is funded by a grant from the New Jersey State Library.

3. Goal.

LibraryLinkNJ seeks quotations from qualified candidates and/or organizations to facilitate the establishment of a *Statewide Strategic Master Plan for the Future of Libraries in New Jersey*.

The output from this collaborative initiative will be a *Statewide Strategic Master Plan for the Future of Libraries in New Jersey*. This strategic plan will include a shared vision, long term goals and user-oriented actions within available resources in New Jersey. The intended use is to:

- Guide development of New Jersey's multi-type libraries on a statewide basis, and

- Further the services of multi-type libraries to meet the expanding information needs of New Jersey's residents and students.

The desirable timeframe for completion of this initiative is within the FY13 fiscal year which ends June 30, 2013.

4. Audience:

The audience for this planning initiative is two-fold:

Primary:

- 302 public library entities serving New Jersey with 454 locations
- 119 academic libraries in New Jersey
- 453 special libraries, including hospitals, not-for-profits, law libraries and private industry
- 770 K-12 school libraries
- These libraries are members of LibraryLinkNJ

Secondary: Targeted community stakeholders reflecting library users and potential users, including local and state elected officials.

5. Budget

The Bidder quote for this initiative may not exceed **\$45,000**.

6. Format and Content of Responses to this Request for Quote:

We request a quote that poses a collaborative process and varied methodology which will include working with a 25-member Statewide Strategic Planning Advisory Committee, staff from multi-type libraries across the state, targeted community stakeholders, library users and potential users.

We request that the quote be presented in a set of tiered methodologies to include individually-priced options with proven outcomes based benefits indicated.

Desirable methodologies include but are not limited to:

- Communication with the Statewide Strategic Planning Committee (in-person and online);
- At least four in-person meetings across New Jersey involving multi-type libraries and stakeholders in New Jersey;
- Webinar(s) for LibraryLinkNJ membership;
- Survey(s) of LibraryLinkNJ membership; and,
- Methodologies to target community stakeholders which should include both library users and potential users, including local and state elected officials.

Tactics that might this process include an identification of trends, an assessment of issues and identification of best practices.

Deliverables. The retained consultant is expected to: communicate actively and work closely with the LibraryLinkNJ Executive Director on all aspects of this initiative; fulfill the methodological components agreed upon; take notes and write reports in relation to implemented methodologies; draft a *Statewide Strategic Master Plan for the Future of Libraries in New Jersey*, develop outcome measures and performance indicators for the Master Plan and for recommendations contained in the Master Plan, and assist in developing a means to present the plan to the New Jersey Library Community.

Resources available for this initiative include:

- Outcome of May 23, 2012 statewide discussion with Joan Frye Williams and George Needham: *Keeping the Vision While Keeping the Lights On: Sustainability and Funding Issues*
- Strategic Plan 2012-2013, Health Sciences Library Association of New Jersey (HSLANJ)
- LibraryLinkNJ FY12-FY14 Strategic Plan with FY13 Initiatives
- Strategic Plan 2012-2013, New Jersey Association of School Librarians (NJASL)
- FY13 Legislative & Budget Planning Priorities, New Jersey Library Association (NJLA)
- New Jersey State Library Priorities
- Triennial Report 2009-2011, VALE (Virtual Academic Library Environment)
- The Statewide Strategic Planning Committee may seek out additional resources from other type libraries.

The quote must be organized as follows:

- 1) Quote Letter. The Quote Letter shown in **Appendix A** shall be signed and dated by an individual authorized to legally bind the Bidder.
- 2) Bidder's Background and References.
 - a) Bidder's profile. Use **Appendix B** to provide the information requested.
 - b) References. The bidder must submit 2-3 recent client references that attest to the firm's experience, quality of work, and service in completing similar projects within the last four years. Provide the information shown in **Appendix C** for each reference and attach any sample deliverables from those client references attesting to the work completed.
- 3) Quote Format. **Appendix D**
 - a) Approach and Schedule of Work.
Structure responses to demonstrate the ability of the Bidder to meet or exceed all Requirements.
 - b) Cost Quote.
Include a detailed cost quote which shows a breakdown of costs for each portion of the work.
 - c) Knowledge and Experience
Elaborate on how the Bidder meets the requirement of experience creating strategic plans and working collaboratively with different sets of participants.
 - d) Other Materials
Bidder may provide other materials he/she feels may improve the quality of the response. However, these materials must be included in Appendix D.

7. Bidder Questions.

Bidders may submit questions in writing via email to the LibraryLinkNJ Executive Director using the address (coconnor@librarylinknj.org). Deadline for questions is September 7, 2012. All received questions and responses will be posted on the LibraryLinkNJ website. The page for this Statewide Strategic Planning Project will be pointed to from our homepage (<http://librarylinknj.org>) by August 31. It is the responsibility of the bidder to check the website for any questions and responses.

8. Submission of Quote.

Bidders must email quotes to LibraryLinkNJ Executive Director Cheryl O'Connor (coconnor@librarylinknj.org) no later than 4pm October 2, 2012. It is the bidder's responsibility to ensure confirmation of quote receipt prior to the Closing Date and Time for Receipt of Quotes. Quotes received after the time and date fixed for submittal will not be considered. An online copy of the LibraryLinkNJ RFQ for Statewide Strategic Planning Facilitator will be available and pointed to from the homepage.

9. Award of Contract

The final decision for awarding the contract rests with the LibraryLinkNJ Executive Board. A contract will be awarded on the basis of the amount of the quote and the capability of the respondent to fulfill the obligations indicated in the responses.

The Executive Board reserves the right to accept any quote, in whole or in part or to reject any or all quotes if none are found to meet the requirements specified in this RFQ.

The evaluation of quotes received in response to this RFQ will be conducted comprehensively, fairly, and impartially. A team from the Statewide Strategic Planning Advisory Committee will participate in the evaluation and selection of responses to this RFQ and will make a recommendation to the LibraryLinkNJ Executive Board concerning the awarding of the contract.

Appendix A

Proposal Letter to LibraryLinkNJ

I propose to provide consultant services for LibraryLinkNJ to develop a *Statewide Strategic Master Plan for the Future of Libraries in New Jersey*.

It is understood that this quote constitutes an offer.

It is understood and agreed that I have read the specifications described in the RFQ and this quote is made in accordance with the provisions of such specifications. By signing this quote, I guarantee and certify all items included in this quote meet or exceed any and all such specifications.

I agree, if selected, to deliver goods and services which meet or exceed the specifications.

Respectfully submitted,

Authorized Signature Date

Printed Name

Title

Email Address Telephone

Remittance Address

City, State, Zip Code

Appendix B

Bidder Profile

Company Name:

Type of Company:

Address:

Total # Full Time Employees:

Phone Number:

Email:

Federal ID #:

Company Start Date:

State ID #:

Project Manager / Principal Contact (Attach Resume):

Assigned Employees (Attach Resumes)

Signature _____ Date _____

Position/Title _____

Appendix C

References

Name of Client:

Address:

Contact Name:

Position:

Telephone Number:

Email Address:

Dates of Services:

Description of Services Provided:

Appendix D

A) Approach and Schedule of Work

B) Cost Quote

C) Knowledge and Experience

D) Other Materials