



MOVING FORWARD TOGETHER

2300 Stuyvesant Ave
Trenton, NJ 08618

TEL: 732-752-7720
FAX: 732-752-7785

librarylinknj.org

Ralph S. Bingham III, Executive Director | ralph@librarylinknj.org

REQUEST FOR QUOTE
STRATEGIC PLANNING FACILITATOR

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

RELEASE DATE: MONDAY, DECEMBER 13, 2021
DEADLINE TO RESPOND: TUESDAY, JANUARY 18, 2022 BY 4:00 PM

1. Purpose

The purpose of the RFQ is to obtain the services of a Strategic Planning Consultant to facilitate the development of a strategic plan for FY23-FY25 for the organization.

Overview - Contractor

INFOLINK d.b.a LibraryLinkNJ – The New Jersey Library Cooperative is a 501(c)3 non-profit corporation. Its members are 2,000 multi-type libraries and library-related agencies located in the twenty-one counties of New Jersey. This area includes 9.29 million people (2020). 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. Couple these few facts with the energy of a populace that is multilingual, 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 been flat-funded since 2010. In 2019 LibraryLinkNJ initiated the first cost share with libraries for delivery services, its largest expense.

LibraryLinkNJ has a multi-faceted communication system in place that includes a website, forums, E-Updates, software for webinars and surveys, and social media.

This Request for Quote is held and managed by LibraryLinkNJ.

Recent Background

In July 2021, the Cooperative hired a new Executive Director after a year and half with two interim executive directors and an executive director that stayed in the position for less than a year. The Cooperative operated under one-year Operations Plans on FY21 and FY22 due to these multiple transitions in leadership and uncertainty caused by the global pandemic.

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2. Goal

LibraryLinkNJ seeks quotations from qualified candidates and/or organizations to

- Lead the Executive Board in developing a FY23-25 strategic plan appropriate for the organization.
- Re-evaluate vision and mission of the organization.
- Produce a strategic plan for approval by the membership.

3. Budget

The maximum budget for this project, as set by the Executive Board, is \$30,000.

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

Deliverables. The retained consultant is expected to:

- Communicate actively and work closely with the LibraryLinkNJ Executive Board and the Planning Committee on all aspects of this initiative;
- Fulfill the methodological components agreed upon;
- Take notes and write reports in relation to implemented methodologies;
- Facilitate a strategic planning process appropriate to the organization;
- Work with the Executive Board to draft a new mission and vision statement for the organization to clearly explain why LibraryLinkNJ is valuable to the New Jersey community;
- Develop a mechanism that gathers feedback from the membership such as surveys, focus groups, etc.;
- Meet with the Executive Board virtually or in-person for a retreat or Board meeting as part of the strategic planning process.

Resources available for this initiative include:

- [LibraryLinkNJ website](#)
- [LibraryLinkNJ FY18-20 Strategic Plan with FY20 Initiatives](#)
- [FY21 Operations Plan](#)
- [FY22 Operations Plan](#)
- [LibraryLinkNJ FY22 Budget](#)

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.
- 3) Quote Format. **Appendix C**

- 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.

Bidder Questions

Bidders may submit questions in writing via email to the LibraryLinkNJ Executive Director using the address (ralph@librarylinknj.org).

5. Submission of Quote

Bidders must email quotes to LibraryLinkNJ Executive Director Ralph Bingham (ralph@librarylinknj.org) no later than **4:00 PM, Tuesday, January 18, 2022**. 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 submission will not be considered.

6. 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. The LibraryLinkNJ Strategic Planning Committee will participate in the evaluation and selection of responses to this RFQ and may make a recommendation to the LibraryLinkNJ Executive Board concerning the awarding of the contract at their scheduled meeting on January 20, 2022.

Appendix A

Proposal Letter to LibraryLinkNJ

I propose to provide consultant services for LibraryLinkNJ to develop a *Strategic Plan for LibraryLinkNJ*.

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-1

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 B-2

Reference #1

Name of Client:
Address:
Contact Name:
Position:
Telephone Number:
Email Address:
Dates of Services:
Description of Services Provided:

Reference #2

Name of Client:
Address:
Contact Name:
Position:
Telephone Number:
Email Address:
Dates of Services:
Description of Services Provided:

Reference #3

Name of Client:
Address:
Contact Name:
Position:
Telephone Number:
Email Address:
Dates of Services:
Description of Services Provided:

Appendix C

A) Approach and Schedule of Work

B) Cost Quote

C) Knowledge and Experience

D) Other Materials