



Connecticut
Library Consortium

Strategic Planning Request for Proposal

May 14, 2010

Deadline for receipt:

Proposals must be received via email before 9:00 AM on Monday, June 7, 2010.

Proposals should be addressed to:

Jill Dugas Hughes, Executive Director, Connecticut Library Consortium and emailed to: dzulick@ctlibrarians.org. Subject Line should read: Strategic Planning RFP

Objectives:

Connecticut Library Consortium (CLC) wishes to initiate a Strategic Planning Process and is seeking proposals from qualified consultants to this end.

Introduction:

Budget constraints are an issue and CLC wishes to look at the big picture to develop a 3-5 year strategic plan to deal with the financial constraints. CLC would like to see proposals that parse components and component prices and then provide an overall price for the service proposed.

Responses to this RFP will be evaluated by the Executive Director who will present them with her recommendations to the Board. Preference will be given to consultants who have prior experience working with Library Consortia/Cooperatives.

Inquiries:

Inquiries made be made via email. Please address all inquiries to: jhughes@ctlibrarians.org. Please put the words Strategic Planning RFP Inquiry in the subject line. Telephone inquiries will not be addressed.

**Fees:**

The resulting contract for strategic planning services will define a not to exceed fee for services. This fee proposal must therefore include services, costs and all incidentals including printing and travel costs.

Contract:

The contract for service will include and reference the accepted proposal.

Background:

CLC was founded in 2003, the result of a merger between four Cooperating Library Service Units* (CLSU's). The CLSU's was authorized in 1975 by the Connecticut General Assembly which then funded the CLSU's in 1981. Originally there were six CLSU's, one for each region of the State as defined by the CLSU Review Board. In 1993, two of the CLSU's merged into a total of four CLSU's.

**Cooperating Library Service Unit is defined in Section 11-9e of the Connecticut State Statutes as "an organization of different types of libraries in a stipulated area of the state whose purpose is to improve library service through coordinated planning, resource sharing, and the development of programs too costly or impractical for a single library to maintain."*

In addition, CLC has a close relationship with Connecticut Library Association (CLA), a professional organization for librarians in CT. CLC has a management contract with CLA and provides management and services for CLA.

CLC is funded primarily through State funds received via grant from the Connecticut State Library (CSL). The remaining funds come from membership fees and other grants.

Objectives:

- CLC wishes to update its strategic plan with a community focus to determine current satisfaction as well as community expectations and desires for service.
- CLC wishes to use this information to determine which services are considered by members to be essential.



Connecticut Library Consortium

- CLC seeks to strategically plan its future direction in a time sensitive/urgent fashion CLC seeks to determine who are competitors and if there are new service areas that should be considered.
- CLC seeks financial stability, are there other funding opportunities/streams, what are priorities, how are budget cuts determined?
- CLC is interested in investigating ways to work cooperatively with CLA and CSL to enhance libraries in an efficient manner without duplication of services.
- CLC seeks to streamline services in a cost-effective manner in recognition of the great fiscal crisis the State of CT is facing, which will have a tremendous effect on CLC's budget.
- CLC seeks to utilize best practices when determining directions, priorities, and positioning for the future.

Scope:

Proposals should include recommendations for community assessment that will inform a strategic planning process. A survey of members and non members will be a priority. Stakeholders to be assessed will include CLC Board Members, CLC members, CLC staff, CSL, CLA, and other leading and local library consortia.

The Proposal must include the following information:

- a. Cover Letter
- b. Responding Company Name, Address, and Contact Information
- c. Proposal of Services with a Preliminary Timeline
- d. Proposal Fees. Proposals involving components should provide unit costs.
- e. Names of Individuals who would be performing the work under this contract and Credentials for these Individuals
- f. References

CLC Statement of Intent:

CLC reserves the right to reject any or all responses to this Request for Proposal. CLC will not reimburse costs of preparing the consultant proposals. CLC reserves the right to cancel the award of contract any time before the execution of the contract by both parties. Responding consultants bear sole risk and responsibility for costs incurred in the preparation and delivery of the proposal. CLC reserves the right to ask for clarification in the proposal if the need arises.