



Strategic Planning
Request for Proposal
January 6, 2024

Project

The Fremont Public Library District seeks a consultant to assist the Board of Trustees and library staff in developing a strategic plan.

Deadline for Receipt

Proposals must be received via an emailed pdf by **5:00 pm January 27, 2025**, addressed to Laura Long, Library Director, Fremont Public Library District, and emailed to llong@fremontlibrary.org

Contact Person/Inquiries

Inquiries must be made via email to llong@fremontlibrary.org. Please put the words "Strategic Planning RFP Questions" in the subject line. Telephone inquiries will not be addressed. Answers will be provided within three (3) business days of receipt. All questions must be received no later than January 20, 2025.

Background

The Fremont Public Library District was established as an independent library in 1972. In 1986 a remodeling project increased the library building on Lake Street to 13,800 square feet. In 1998 voters approved construction of a new library facility on land donated by Town & Country Builders to the Village of Mundelein. The village then donated the land to the library district. The current building on 1170 N. Midlothian Road opened its doors in 2001 but with limited hours as the voters did not approve an operating increase. However, through natural growth of the district and good stewardship of funds and tax dollars, the library was able to gradually open to regular operating hours, a knowledgeable and friendly staff that provides wonderful programs and helpful services to the community.

The Library serves a population slightly over 38,000 and circulates over 500,000 items to nearly 11,000 Library cardholders. The Library has a Foundation/Friends group that contribute immensely to the success of the Library. And last but not least, our talented Staff play an integral role in the operation and success of the Library.

The Library serves parts of Mundelein, Grayslake, Hawthorn Woods, Libertyville, Round Lake, Round Lake Park, and Wauconda.

The Library currently has a Strategic Direction that will end in 2025, which can be viewed here: <https://fremontlibrary.org/about-us>



Methodology

The Fremont Public Library District requests details concerning the methodology the consultant will use to generate the strategic plan. The proposed methodology must include:

- How the process will be structured, including reference to any specific planning method
- Feasible approach to engage the Library Board, staff and community in the strategic planning process

Scope of Work

The consultant will solicit, collect, analyze and interpret input from Library staff, board and community regarding their aspirations for the Fremont Public Library District as a vital community resource and the current state of Library Services. The consultant will facilitate a consensus-building process and assist the organization in reviewing and revising the Library's vision and current strategic goals.

Based on a mutually agreed timetable, the consultant will provide the Library Director with a plan to gather information, synthesize responses, and provide regular updates throughout the process. The consultant will prepare a final version of the strategic plan, including goals and objectives.

The strategic plan will provide direction, in terms of future programs and services, with special consideration of the anticipated growth in the area due to new housing construction.

Proposal Format

The proposal must be delivered in a PDF format, and shall include, at a minimum:

- Work Tasks: The specific approach and method the firm/consultant will use to complete the project, proposed work schedule, timeline for deliverables, and a list of any products or software to be used in the process
- Staffing and Management plan: Staff persons or subcontractors who will be responsible for carrying out specific work tasks, project manager who will be responsible for assuring that all tasks are completed on schedule, and relevant qualifications of personnel to be assigned to the project.
- Qualifications: The consultants/firms experience with comparable projects, include resumes for all principal members of the project team and any proposed subcontractors, contact information for at least three reference organizations for which the consultant has provided strategic planning services, and a sample of a report, as current as possible, that the consultant has provided for a similar project.



- **Costs:** The proposal will clearly state the total “not to exceed” cost for completing all individual work tasks included in the proposal. Include all costs, either direct, indirect or reimbursable. A proposed billing schedule should include the total costs of services, supplies, materials, travel and any other relevant expenses.

Selection Criteria/Evaluation

Proposals will be evaluated on the consultant’s experience working with similar organizations, methodology, and relevance and thoughtfulness of approach. A strategic plan leadership team will review all applications and make a recommendation to the Board of Trustees.

The Fremont Public Library District reserves the right to accept or reject any or all bids, to waive any irregularities or informalities in proposal procedures and to award the contract in the manner best serving the interest of the library. Submittals will not be opened, or read, in a public forum. All material received in response to this RFP will become the sole property of the Fremont Public Library District.

Final Product

The Fremont Public Library expects the following key deliverables from the consultant at the conclusion of this project:

- A written strategic plan integrating the elements described in this RFP
- A data package which incorporates all statistics, reports, surveys, technical evaluations, facilities data, drawings, and any other supporting data used during the planning process
- A presentation to the Board of Trustees, staff and other stakeholders to communicate highlights of the strategic plan

All project deliverables will be provided in print and electronic formats. All electronic material shall be provided in mutually agreed upon software formats. The final product and all related materials shall be the sole property of the Fremont Public Library District.

Payment

The Fremont Public Library District will make periodic payments during the course of the contract. Costs specified in the response must remain valid for at least six months from the date of the proposal being received.

Timeline

January 6, 2025

RFP distributed and posted



January 20, 2025

Last day for RFP questions to be received

January 27, 2025 5:00 pm

Proposals Due

February 17-21

Interviews/Selection

March 17

Work Commences

The Fremont Public Library District will notify all respondents in writing of the outcome of the proposal within 30 days after the final decision is made.