



NOTICE TO BIDDERS

The Charles County Public Library will receive proposals for:
STRATEGIC PLANNING SERVICES

Summary of Request:

A. General Information

The Charles County Public Library herein referred to as the Library, requests proposals from qualified firms or consultants to facilitate the development of the library's strategic plan. The strategic planning process will result in a comprehensive 3-5 year plan that outlines goals and objectives that will guide priorities based on considerable research, extensive input from a variety of stakeholders, and consensus on the vision and mission of the organization.

B. Submission of proposals

Proposals will be accepted until 5:00 pm EDT on Friday, December 30, 2022 at the Charles County Public Library, 2 Garrett Avenue, La Plata, MD 20646 (Attention: KennethWayne Thompson).

C. Mailing/emailing Instructions

Email completed proposals to: KennethWayne Thompson (KThompson@ccplonline.org). Please indicate "RFP Strategic Planning Proposal" in the subject line.

or

Mail to:

KennethWayne Thompson
Charles County Public Library
2 Garrett Ave.
La Plata, MD 20646

D. Scope of Services

Proposals submitted should address the following:

- High level phases and/or sequence of the proposed strategic planning process
- The vendor's general approach to internal and external assessments including plans to use and collect quantitative and qualitative data to determine strategic priorities
- How the vendor plans to engage the community, staff, and relevant stakeholders in the strategic planning process
- An outline of the components traditionally included in the vendors strategic planning methods
- Options for continued engagement with the vendor through implementation

Proposals should identify the following:

- The consultant/ firm's experience facilitating strategic planning with libraries, or similar public organizations
- How diversity, equity and inclusion will be incorporated and evaluated to determine how this element will be included in the strategic plan
- Support the library would be expected to provide
- Comprehensive budget to include travel and ancillary costs
- Team members who will be working on the project, including bios
- Projected timeline

E. Contents for Proposals

Background Information: Describe firm/ consultant background and contact information to include primary contact person, description of firm/ consulting focus and expertise areas, years of experience, and similar contracts completed.

Description of professionals who will be assigned to the project with bios/ qualifications

References and examples of work product: Identify similar projects that have been completed as outlined in the RFP. Indicate areas of expertise and how this will be leveraged in the strategic plan. Provide at least 3 professional references from previous clients.

Project Overview: Clearly convey the firm's/consultant's understanding of the nature of the work related to strategic planning and the approach that will be used to execute the strategic plan. Include information requested in Section D.

Costs: Provide a description of services with associated costs. Include all additional costs that may be incurred including travel, printing, and ancillary costs.

APPENDIX A

PROPOSER GUARANTEES

- I. The proposer certifies that his/her organization can and will provide and make available, as a minimum, all services set forth in Section D, Scope of Services; and that all provisions of this proposal, including all appendices, attachments or amendments hereto, shall be incorporated by reference in any award and in any subsequent contact between the proposer and the Library.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B

PROPOSER WARRANTIES

- I. Proposer warrants that he/she will not delegate or subcontract his/her responsibilities under this agreement without prior express written permission of the Library.

- II. Proposer warrants that all information provided by him/her in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX C

CERTIFICATION AND OTHER TERMS/CONDITIONS

1. The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
2. The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
3. When delivering services under an approved contract, the contractor shall work under the broad supervision of Library staff.
4. The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
5. The signing individual certifies that he/she has read and understands all of the information in this Request for Proposal.
6. The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government.
7. Unless otherwise deleted or modified by mutual agreement between the Library and the contractor, all general provisions contained on the proposal (Sections II Scope of Work) shall be incorporated into the contract.
8. The Library reserves the right to negotiate a best and final offer with the applicant selected.
9. Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses. Generally, the Library will pay invoices within 30 days of receipts unless questions arise as to the appropriateness of an expense.
10. All information received by the contractor during the course of the contract period is considered confidential and shall be protected to the utmost ability of the contractor. The contract shall include more specific language on this issue.
11. The contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of Maryland and Charles County.

Signature: _____ Date: _____
(Signed certification/conditions to be returned with the proposal)

APPENDIX D

PROPOSAL COVER SHEET

Firm/Company Name: _____

Contact Person: _____

Title: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Federal Tax ID Number: _____

Signature

Date

Print Name

Title