

**RFP: LIBRARY STRATEGIC PLANNING SERVICES**  
**PUBLIC BID NO. 1023**

**A. INTRODUCTION AND GENERAL REQUIREMENTS**

The Town of Bloomfield, through its Purchasing and Insurance Coordinator, is requesting proposals from qualified firms to provide professional consulting services to the Town. The scope of services shall include matters related to development of a strategic/long range plan for Bloomfield Public Libraries. The project is funded through the Connecticut grant; and the approximate budget is \$10,000.

The selected firm shall report to and be responsible to Bloomfield Public Libraries through the Director of Library Services, its liaison in all aspects of the assignment.

There is no expressed or implied obligation for the Town of Bloomfield to reimburse responding firms for any expense incurred in preparing proposals in response to this request.

To be considered, sealed proposals (five copies) must be submitted to the Town of Bloomfield Purchasing and Insurance Coordinator, Finance Dept., Town Hall, 800 Bloomfield Ave., 2<sup>nd</sup> Floor, Bloomfield, CT 06002 by 1:00 p.m. on April 12, 2011. The envelope should be clearly marked on the outside "Proposal for Library Strategic Planning Services due April 12, 2011, Public Bid No. 1023". Proposals received after the date and time specified will not be considered. The Town of Bloomfield reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by library administration and the Purchasing and Insurance Coordinator.

During the evaluation process, the Town of Bloomfield reserves the right, where it may serve the Town's best interest, to short-list the proposers and/or request additional information or clarifications. At the discretion of the Town of Bloomfield, firms submitting proposals may be requested to attend interviews with the evaluators.

The Town of Bloomfield reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Bloomfield and the firm selected.

Questions regarding this request for proposal should be directed to:

Roberta LaMonaca  
Prosser Library  
One Tunxis Ave.  
Bloomfield, CT 06002  
(860) 243-9721

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Questions regarding the bid/purchasing/contract process should be directed to:

Joanne Douglas  
Purchasing and Insurance Coordinator  
Town of Bloomfield  
800 Bloomfield Ave.  
Bloomfield, CT 06002  
(860) 769-3534

**B. TERM OF ENGAGEMENT**

It is anticipated that the contract will be issued approximately six weeks after response date. A preliminary plan, including research and analysis, is to be submitted by the consultant to library administration by September 30, 2011; and the final strategic/long range plan is to be completed by the end of calendar year 2011.

**C. ADDENDA TO REQUEST FOR PROPOSALS**

If any addenda are issued on this request for proposals, they will be made available on the Town of Bloomfield website, [www.bloomfieldct.org](http://www.bloomfieldct.org). However, it shall be the sole responsibility of those offering proposals to contact the Purchasing and Insurance Coordinator prior to submitting their proposals to determine whether any addenda have been issued.

**D. SELECTION CRITERIA**

Selection of consultant will be based upon the following standards:

1. Responsiveness of the written proposal to the purpose and scope of the project.
2. Reputation and professional qualifications of the specific individuals assigned to complete the project, particularly in strategic planning and public process.
3. Relevancy of similar work experience.
4. Methodology for carrying out tasks in the scope of work.
5. Proposed budget.

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**E. INSURANCE REQUIREMENTS AND INDEMNIFICATION**

Consultant shall agree to maintain in force at all times during which services are to be performed professional liability insurance with limits of no less than \$1,000,000. If such coverage is on a claims-made basis, consultant must agree to maintain, either through a claims-made contract or the use of an extended discovery provision, coverage for three years after the conclusion of all services performed under the agreement.

Consultant shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an "A-" VIII policyholders' rating according to BEST Publication's latest edition Key Rating Guide:

<b>Commercial General Liability:</b>	<b>General Aggregate</b>	<b>\$2,000,000</b>
	<b>Prod./Compl.</b>	
	<b>Operations</b>	
	<b>Aggregate</b>	<b>\$2,000,000</b>
	<b>Occ. Aggregate</b>	<b>\$1,000,000</b>
<b>Automobile Liability:</b>	<b>Liability Limit</b>	<b>\$1,000,000</b>
<b>Workers' Comp. and Employer's Liability:</b>	<b>\$100,000 each accident</b>	
	<b>\$500,000 disease policy</b>	
	<b>\$100,000 disease accident limit</b>	

"The Town of Bloomfield and Board of Education" are to be named as "Additional Insured". Original, completed certificate of insurance must be presented to the Purchasing and Insurance Coordinator prior to purchase order/contract issuance.

**HOLD HARMLESS AGREEMENT:--**The Consultant, its agents and assigns shall indemnify and hold harmless the Town of Bloomfield and the Bloomfield Board of Education, including but not limited to, its elected officials, its officers, and agents, ("the Town") from any and all claims made against the Town, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by the Consultant during the Consultant's performance of this Agreement or any other Agreements of the Consultant entered into by reason thereof. The Town agrees to give the Consultant prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

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**F. PROJECT BACKGROUND**

The Bloomfield Public Libraries' most recent strategic plan covered the period of 1994-1999. This plan has served the libraries well. We have met many of the goals and exceeded some. However, our ability to meet some of the goals has been limited by our physical space. Additionally, dramatic advances in technology have changed the way library services are delivered. The Bloomfield Public Libraries provide 21<sup>st</sup> century service in two buildings that are circa 1960. The main location is Prosser Public Library at 1 Tunxis Ave.; the Wintonbury branch is located at 1015 Blue Hills Ave. On any given day the Libraries are visited by patrons of all ages competing to use the limited number of Internet computers. Programming for children and adults includes story times, lectures, concerts, and book discussions held at Prosser in a single multi-purpose room and at the Wintonbury branch. The current demands from our community require that we reassess and redefine our goals and objectives for providing library service.

**G. PROJECT OBJECTIVE AND TIMEFRAME**

The consultant will be responsible for developing a comprehensive and long range strategic plan that reflects the consensus of all stakeholders in our community: the public, the library staff, town officials, the library board of directors, and the Friends of the Bloomfield Public Libraries. The consultant will make recommendations regarding service delivery models for Bloomfield's library system. The plan should be based on extensive community input through public meetings, one-on-one interviews and workshops. The consultant will be expected to review the libraries' current programs, as well as to research delivery of library services in both model systems and other communities with similar demographics and population to Bloomfield. The plan is to include written recommendations for at least the next five years, as well as an immediate recommendation regarding library services for Bloomfield. Recommendations should be presented in the areas of resources, programs, technology, outreach and public awareness.

As we actively pursue a library building expansion at Prosser Library, we hope that the strategic plan will advance our efforts in this regard. Furthermore, the strategic plan must afford us the flexibility to guide the Prosser Library's activities in either the current library building, or an expanded facility. In particular, the plan should look at the use of library space, implementation of technology, services to all age levels (specifically teens who are not represented in our present facilities), marketing and publicity as well the use of the libraries as community and cultural centers.

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**H. DATA AVAILABLE**

Other data reasonably required by the proposer(s) will be made available. Inquiries should be directed to:

Joanne Douglas  
Town of Bloomfield  
800 Bloomfield Ave.  
Bloomfield, CT 06002  
(860) 769-3534

**I. PROPOSAL REQUIREMENTS**

Proposals should include the following:

1. Introduction and cover letter with contact person, address, telephone number, e-mail address and fax number.
2. Methods of consultant in determining adequacy of and effective use of space within the current facilities.
3. Methods of projecting library needs, desired programs, services, budgets, collections and library use over the life of the plan, with reference to anticipated future library trends beyond the life of the plan.
4. Research methods to be used to explore potential service delivery options for Bloomfield libraries.
5. Methods for integrating public opinion, focus group information, etc. into recommendations about the future development direction and marketing of the libraries.
6. Detailed description of the fee structure and projected total cost for consulting work on the project.
7. A description of the final plan format.
8. A summary of consultant's experience in providing library planning services. List 3 – 5 current contacts at public libraries for which the consultant has provided similar consulting work in the past five years.
9. Professional qualifications of lead and support personnel working on this project.