

REQUEST FOR PROPOSALS

**THE SERVICES OF A CONSULTANT FOR THE PURPOSE OF PREPARING A
STRATEGIC PLAN**

**Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., and
N.J.A.C. 17:27**

ISSUE DATE: December 21st, 2010

DUE DATE: January 7th, 2011 – 10:00 a.m.

Issued by:

THE BOARD OF TRUSTEES OF THE EAST BRUNSWICK PUBLIC LIBRARY

REQUEST FOR PROPOSALS (“RFP”)

SECTION 1

INTRODUCTION

The East Brunswick Public Library (“the Library”) is soliciting Proposals and Qualification Statements for the provision of the services of a consultant to prepare a strategic plan, as more particularly described herein. Persons and/or firms interested in assisting the Library with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFP. The Library intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) complies with the terms and conditions determined by the Library to provide the greatest benefit to the Library.

SECTION 2

SCOPE OF SERVICES

Instructions to Consultants

The Board of Trustees for the East Brunswick Public Library is seeking a firm for a three-year strategic plan. The East Brunswick Public Library has a long-standing reputation for excellence and innovation from both within our community and beyond. The Library now is seeking a plan that will continue these high standards as our technological and financial worlds quickly change.

The major challenge in the next three years is to continue to be a forward thinking and planning library while functioning within unprecedented financial losses in our operating budget. As such, this strategic plan will be different from ones we have done in the past. Rather than considering only how to enhance services, we need to make difficult choices that prioritize what services we provide our community. These choices must be based on the high standards that our clients are accustomed to receiving.

We are seeking a firm that embraces the challenges presented in this new reality and that will work with the Library trustees, director, and staff, as well as our broader service community to provide a three-year plan. The Board of Trustees requests proposals that outline not only the planning process, including scope of data collection, time frame, and cost, but also the recognition of the unique circumstances of this critical planning period.

No bids in excess of \$20,000 will be considered. Work on the strategic plan must commence immediately upon the signing of contract with a completion date four months thereafter.

SECTION 3

GENERAL INFORMATION

3.1. Procurement Process and Schedule

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is, however, subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq. The Library has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Proposal and Qualification Statement in response to the RFP.

Proposals and Qualification Statements will be reviewed and evaluated by the Library to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFP. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Library will (in its sole judgment) determine which Respondent is best qualified to perform the services.

All communications concerning this RFP or the RFP process shall be directed in writing to the Library Director.

Proposals and Qualification Statements must be submitted to, and be received by the Library, via mail or hand delivery, by 2:00 p.m. on Friday, January 7th, 2011. Proposals and Qualification Statements will not be accepted by facsimile transmission or e-mail.

ANTICIPATED PROCUREMENT SCHEDULE

ACTIVITY	DATE
1. Receipt of Proposals and Qualification Statements – 10:00 a.m.	January 7 th , 2011
2. Bid Opening at the Library - 4:30 p.m.	January 7 th , 2011
3. Anticipated Designation by Library of Qualified Respondent	January 18 th , 2011

3.2 Conditions Applicable to RFP

Upon submission of a Qualification Statement in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement.

- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- The Library reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFP, or Qualification Statement that is not responsive to the requirements of this RFP.
- The Library reserves the right, without prior notice, to supplement, amend or otherwise modify this RFP, or otherwise request additional information.
- No Proposals and Qualification Statements shall be returned.
- All Proposals and Qualification Statements will be made available to the public at the appropriate time, as determined by the Library (in the exercise of its sole discretion) in accordance with law.
- The Library may request Respondents to send representatives to the Library for interviews.
- The Respondent should make arrangements with the Office of the Library Director to make an on-site examination of the Library.
- Any and all Proposals and Qualification Statements not received by the Library by 10:00 a.m. on January 7th, 2011 will be rejected.
- Neither the Library, nor their respective staff, consultants, Board of Trustees, nor advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal and Qualification Statement.
- The Library may waive any technical non-conformance with the terms of this RFP.
- The Library may suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, the Library may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

3.3 Submission of Qualification Statements

Respondents must submit an original and one (1) copy of their Proposal and Qualification Statement to:

MaryEllen Firestone, Library Director
 East Brunswick Public Library
 2 Jean Walling Civic Center
 East Brunswick, NJ 08816

SECTION 4

SUBMISSION REQUIREMENTS

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP:
 - a. Description and scope of work by Respondent
 - b. Name, address and contact information of reference(s)
 - c. Explanation of perceived relevance of the experience to the RFP
 - d. The proposed fees to be charged by Respondent
 - e. All experience in preparation of strategic plans in the past three (3) years
2. Describe the services that Respondent would perform directly and those portions, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
3. Submit resumes of key employees.
4. Submit a narrative statement of the Respondent's understanding of the Library's needs and goals.
5. List all immediate relatives of Principal(s) of Respondent who are employees of the Township of East Brunswick or any of its public affiliates including, but not limited to, the East Brunswick Public Library. For the purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.
6. Are there any judgments, claims or suits pending or outstanding against Respondent? If yes, please explain.
7. State whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
8. Confirm appropriate federal and state licenses to perform activities.

SECTION 5

EVALUATION

The Library's objective in soliciting Proposals and Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the patrons of the Library. The Library will consider Proposals and Qualification Statements only from firms or organizations that, in the Library's judgment, have demonstrated the capability and willingness to provide high quality services to the patrons of the Library in the manner described in this RFP.

The Library on the basis of the most advantageous submission, cost, and all relevant factors considered will evaluate proposals and Qualification Statements. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Library and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Library;
4. Availability to meet time frames for completion of projects or services as set by the Library Director;
5. Amount of fees to be charged; and
6. Responses to each of the provisions of this RFP.