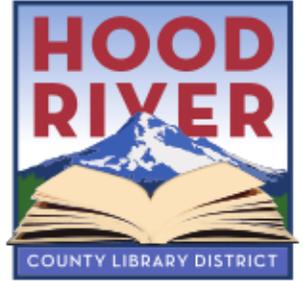


Request for bids for Feasibility and Scoping Exercise

Enhance Library Services for Odell Phase II



Proposals due: Wednesday, July 10, at 5.00p

Email: rachael@hoodriverlibrary.org

Phone: 541-387-7062

Hood River County Library District (HRCLD) seeks a qualified, experienced facilitator to help lead a feasibility and scoping exercise in the community of Odell.

The purpose of the exercise is to identify library needs and services desired by the Odell community. It will position the HRCLD to identify and respond to the needs and interests of the Odell community, to engage library patrons and non-library users, staff and Board of Directors in the process, and to raise awareness of existing and potential library services and resources.

The ideal candidate will facilitate a series of meetings, distilling themes and priorities from each, and will be instrumental in shaping the final document. The plan will address the implications of the proposed priorities and goals for library services in the community of Odell.

Proposers are required to comply with all provisions of Oregon Revised Statutes and District policy. HRCLD reserves the right to:

1. Reject any or all proposals not in compliance with public proposal procedures;
2. Postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening;
3. Waive informalities in proposals; and
4. Select the proposal which appears to be in the best interest of the District.

About the District

HRCLD is dedicated to promoting the enjoyment of reading and culture, responding to the community's need for information, and enriching quality of life for its patrons. The library serves approximately 25,000 people, who checked out over 144,000 items in 2017-18. It includes three branches: Cascade Locks, Hood River, and Parkdale. Staff also do extensive outreach to other areas of the county, especially in Odell, a rural community of approximately 2,478 people, 67% of who are Latinx. There is a weekly Pop-Up Library in Odell. The three libraries are crucial sources of free public Internet access and electronic information, with over 8,000 Internet sessions logged in 2017-18 by residents and visitors alike on the district's computers as well as thousands of wireless internet sessions. The Hood River branch is in a stunning 102-year-old Carnegie library that was expanded in 2003. Cascade Locks and

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

Parkdale are located in the busy centers of their communities. HRCLD enjoys a very supportive Friends group, Foundation, and volunteers.

The district is a member of the Sage Library System and the Libraries of Eastern Oregon. Hood River County is in the heart of Columbia River Gorge and the Mount Hood recreational area, providing opportunity for many outdoor recreational activities including windsurfing, kiteboarding, hiking, cycling, skiing, and much more. The district has stable funding from a countywide special district that was created in 2011 following the yearlong closure of the previously county-run library system.

Mission

- To serve and enrich our community by providing access to the power of information and imagination.

Vision

- A community of lifelong learners where everyone reads;
- A community where everyone accesses information and current technology;
- A community of informed people who will compete, succeed, and prosper;
- A community of people who participate effectively in the civic life of their community, state, nation, and world.

Values

- Access for all
- Freedom of thought and expression
- A professional and productive workforce
- Good stewardship of resources
- Fiscal prudence and financial responsibility
- Innovation in all things
- People-oriented service
- Integrity, compassion and respect
- Welcoming public spaces
- A fulfilling work environment
- Diversity
- Collaboration
- Civic involvement and social responsibility
- Excellence in all we do

Background

The District has created a five-year strategic plan to guide priorities for 2016-2021. The Library District's Strategic Goal 1 is to create a stable and permanent presence in Odell. The sub-goal is to develop a service plan and explore collaboration with prospective partners.

We have initiated a phased approach to accomplish this goal. Phase I was to raise awareness and funds to support the pop-up library and a feasibility exercise, which will be

considered Phase II. Results of Phase II will be used to inform Phase III, the development of a proposal for library services, including identifying options for mechanisms to deliver services (e.g. permanent physical presence or other approach).

Proposal details

HRCLD seeks a professional facilitator to:

- Oversee the feasibility and scoping exercise.
- Assist in identifying library needs and services desired by the Odell community.
- Guide all stages of the exercise, including meetings with stakeholders, community leaders, library staff, Board of Directors, and community members.
- Ensure methods used to gather information and communicate with members of the community reflect cultural awareness of all community members.
- Ensure broad engagement from variety of sectors of the community, such as families with young children, young adults, older adults, business community, other public service providers.
- A draft outreach plan shall be approved by District staff and Board prior to start of public outreach.
- Mutually agreed upon milestones shall be established to monitor progress.
- Provide a written report of findings, including description of methods, participants, summary of input received and recommendation of library services for the community of Odell.

Requirements

- Identify and seek to engage a broad spectrum of community members, stakeholders, and community leaders to describe interests and needs for library services.
- Effectively communicate with community members, which will require various technological and in-person approaches and use of bilingual materials.
- Seek input regarding needs and preferences for library services and how best to provide them. For example:
 - Preferences for Library Services:
 - Programming
 - Children programs
 - Teen programs
 - Adult programs
 - Computer/internet access
 - Online database access

- Materials (circulation)
- Preferences for Provision of Library Services
 - How:
 - Physical space
 - Bookmobile
 - Pop-Up Library
 - When: Hours of space/or services
 - Where: Walkability/Accessibility

Proposed timeline and milestones

Initial stages of the feasibility and scoping process are expected to start in July 2019 with an expected completion in November 2019.

Task	Due Date To Be Determined
Prepare draft outreach plan	
Discuss draft outreach plan with District Staff and Board	
Complete outreach	
Complete written report	
Discuss report with District Staff and Board	

Suggested cost

This project is estimated to cost between \$5,000-\$7,000.

Selection criteria

Proposals will be evaluated by HRCLD staff, with final approval by the Board of Directors. Staff may conduct follow up interviews via phone or streaming video. Proposals will be evaluated on the following criteria:

- Relevant experience and success in facilitation, including the level of satisfaction of current and past clients
- Cost to complete the process
- Demonstrated ability to meet deadlines and operate within budget
- Prior experience working with both public and staff committees
- Demonstrable facilitation and qualitative/quantitative integration skills
- Creativity and ingenuity
- Bilingual (Spanish/English) desired

Proposal requirements

To be considered, proposals must include:

- Cover letter including a brief description of the firm or individual, as well as the name and contact information of the principal.
- List of any personnel involved in the process and their role and prior experience.
- Summary of the facilitator's qualifications and experience.
- Project plan that includes a description of the methodology, tasks, timeline, and key dates.
- Schedule of costs to complete the project, with reimbursable costs such as mileage and lodging estimated as separate line items.
- References and contact information for at least 3 current or previous clients for whom comparable work was completed.
- Copy of your standard contract, if applicable.
- Additional documentation or information as the facilitator deems fit to assist Hood River County Library District in the selection process.

Proposals addressing the above criteria shall be directed via the contact information below.

Rachael Fox
Library Director
Hood River County Library District
502 State St.
Hood River, OR 97031
rachael@hoodriverlibrary.org
541-387-7062

Proposals will be received by HRCLD until 5.00p on Wednesday, July 10, 2019. Proposals received after this time will not be accepted. Please submit proposal via email as PDF files with the subject line "Proposal for Feasibility and Scoping Exercise."