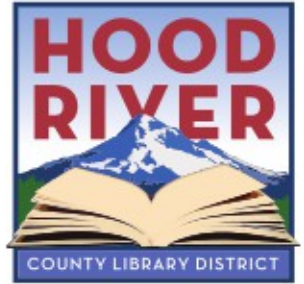


Request for bids for strategic planning facilitation

Proposals due: Friday, November 13, 2015, at 5.00p
Email: buzzy@hoodriverlibrary.org
Phone: 541-387-7062



Hood River County Library District (HRCLD) seeks a qualified, experienced facilitator to help lead creation of its 2016-2021 strategic plan. 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, collections, technology, staffing, facilities, and service models. The purpose of the strategic plan is to position the HRCLD to identify and respond to the needs and interests of its community, to engage library patrons, staff, board, and volunteers in the planning process, and to raise awareness of existing and potential library services and resources. The strategic planning process will coincide with creating a technology plan, which will be done by staff.

Buzzy Nielsen, Library Director
Hood River County Library District
502 State St, Hood River, OR 97031
buzzy@hoodriverlibrary.org
541-387-7062

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 24,000 people, who checked out over 135,000 items in 2014-15. 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 3,500 people, 65% of who are Latino. The three libraries are crucial sources of free public Internet access and electronic information, with over 11,000 Internet sessions logged in 2014-15 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 Parkdale are located in the busy centers of their communities. Both are in process of being moved or renovated. HRCLD enjoys a very supportive Friends group, Foundation, and volunteers.

502 State Street
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www.hoodriverlibrary.org

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.

Since 2012, the district has operated on a strategic plan created by its Board of Directors and staff. That plan expires in June of 2016. The district is in the fortunate situation of having met most of its strategic goals and thus has a lot of opportunity for its new plan.

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

Proposal details

HRCLD seeks a professional facilitator to:

- Oversee the strategic planning process.
- Guide all stages of the strategic planning process, including meetings with stakeholders, library staff, Board of Directors, and community members.
- Assist in identifying service priorities, goals, objectives, and activities to meet community needs for the next five years.
- Identify gaps between current library operations, resources, facilities, and staffing and the above priorities, goals, objectives, and activities.

- Write and present the strategic plan that will be finalized by staff.

Proposed timeline

Initial stages of the strategic planning process are expected to start in December 2015 with an expected completion in June 2016.

Selection criteria

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

- Relevant experience and success in strategic planning 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.

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.

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Proposals will be received by HRCLD until 5.00p on Friday, November 13, 2015. Proposals received after this time will not be accepted. Please submit proposal via email as PDF files with the subject line "Proposal for Strategic Planning Facilitation."