

Request for Proposal (RFP)

Strategic Planning Consulting Services

Issue Date: March 25, 2026

Proposal Submission Deadline: April 24, 2026

Contact:

Erica Rose, Library Director
Clearview Library District

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Windsor, CO 80550

(970) 686-5603 • erica@clearviewlibrary.org • clearviewlibrary.org

Section 1: Project and General Submittal Information

Summary

Purpose

The Clearview Library District (hereafter, 'the District') is seeking proposals from qualified consultants to facilitate the development of a new five-year strategic plan.

The District envisions a sustainable strategic plan that focuses on programming, outreach, facilities, and innovative services. The plan shall align with our mission statement: "Cultivate curiosity, enlighten the mind, strengthen the community", and account for the hypergrowth and increasing demand for services throughout our service communities.



Submittal of Questions

Prospective firms may submit questions regarding this RFP to Erica Rose, Library Director, via email at director@clearviewlibrary.org until April 13, 2026. Answers will be provided within two business days.

Award

The contract will be awarded to the qualified firm with the highest combined score based on technical qualifications and pricing. Detailed evaluation criteria can be found in Section 5. The Library District reserves the right to negotiate any proposal, including price, with the highest-rated firm. If an agreement cannot be reached, negotiations may proceed with the next-ranked respondent.

Agreement

The successful firm will be required to enter into a standard two-party agreement.

Expenses Associated with Response

The Library District will not be liable for any expenses incurred by a firm in preparing and submitting a proposal. All proposals should be clear and concise, focusing on the firm's capabilities to meet the requirements outlined in this RFP.

Rejection of Proposals

The Library District reserves the right to reject any or all proposals and to waive any technicalities or informalities as may best serve its interests.

Section 2: Timeline

- **Issue Date:** March 25, 2026
- **Deadline for Questions:** April 13, 2026



- **Response to Questions Posted:** April 15, 2026
 - **Proposal Submission:** April 24, 2026
 - **Interviews for final candidates:** April 27 - April 30, 2026
 - **Award Announced:** May 4, 2026
 - **Project Kickoff:** May 11, 2026
 - **Final Product Delivered:** October 29, 2026
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Section 3: Scope of Work and Required Services

3.1 Background and Description

The Clearview Library District was established in 1985 and is governed by a Board of Trustees and nurtured by a staff of 52 employees. The District serves approximately 70,000 Colorado residents across three unique communities: Windsor, Severance, and West Greeley, and consists of two public library facilities, a bookmobile, and one administrative building.

The District is known for its dynamic programming, engaging staff, and warm, welcoming facilities. The population continues to grow significantly, corresponding with a rise in demand for library services. In 2025, the District had a total of 212,731 library visits. It offered 1,740 library programs, and circulated 389,907 physical items and 172,496 digital items. All of these numbers represent double-digit percentage increases year over year.

The previous strategic plan served the District well throughout the planning and construction of several remodeling projects and a new library building (Severance



Library). Now that the building projects are complete, the District has dedicated 2026 to gathering and analyzing community data and to developing a new, five-year strategic plan. This new plan will function as a transparent, actionable framework guiding the District's future trajectory, community outreach, and service delivery.

This new plan should emphasize opportunities to enhance, expand, or refine facilities, resources, partnerships, community collaborations, and dynamic programming.

3.2 Scope of Work

The selected firm will be responsible for a comprehensive set of tasks and will collaborate closely with the Library Leadership and the ad hoc Strategic Planning Committee. These responsibilities include:

Planning Process & Guidance:

- Designing and managing a highly collaborative and engaging strategic planning process, in partnership with Library Leadership, board, and community.

Stakeholder Engagement & Data Collection:

- Ensuring engagement with key stakeholders, including library staff, trustees, community partners, and the public. This will involve using various in-person, synchronous, and asynchronous methods such as surveys, focus groups, workshops, and interviews.
- Facilitation of meetings with the aforementioned key stakeholders throughout the planning process, to gather feedback, generate ideas, and ensure participants' vested interest in the plan for the future.



- Collecting and analyzing data gathered from these multiple engagement methods.
- Incorporating inputs from the Colorado Public Library Standards, with potential focus areas identified in a continued evaluation by the Library Board and Library Leadership.
- Proactively seeking and utilizing all relevant underlying data, which encompasses:
 - Documentation of past planning efforts.
 - Analysis of available demographic data on library usage and projections.
 - Research into best practices adopted by peer libraries.

Plan Implementation (Optional):

- Offering an optional implementation session with the staff leadership team to help operationalize the finalized strategic plan, if desired by the District.

3.3 Deliverables

The selected firm is expected to deliver a comprehensive, actionable five-year strategic plan upon the conclusion of the planning process. This plan must include:

- **Strategic Initiatives:** Clearly identified actions for the library's future, ensuring alignment with the District's strategic priorities.
- **Goals and Objectives:** Clear, concise, and attainable service and program goals, objectives, and associated activities.
- **Service Prioritization:** A prioritized list of current services, alongside potential enhanced or new services, that directly address the service



priorities for the next five years.

- **Evaluation Framework:** Assessment and evaluation tools to ensure continuous alignment with the established goals and objectives.
- **Documentation:** An electronic copy of all documentation produced during the planning process, including stakeholder engagement reports, survey results, and data analysis.
- **Presentations:** Formal presentations of one introductory overview and final presentations to the staff, Library Board, and possibly the community.
- **Materials:** High-quality visual materials, including appendices documenting the process, survey results, best practices research, and digital access to the final comprehensive Strategic Plan. Ensure that presentation content is suitable for public availability on the library website.

3.4 Project Schedule

The project should be completed within a timeline that allows for comfortable progress throughout the summer and a final presentation to the Library Board by **October 29, 2026**. The proposed timeline should include key milestones for completion of each phase of the project.

Section 4: Proposal Format and Required Content

1. Title Page
2. Table of Contents
3. Cover Letter
4. Response to Scope of Work



5. Experience and Expertise
 6. Fee Structure
 7. References and Relevant Projects
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Section 5: Evaluation and Award

5.1 Evaluation Criteria

- Demonstrated ability to meet the requirements of the scope of work
- Firm experience and qualifications
- Understanding of the project approach and District dynamics
- Competitive pricing
- References and past performance

5.2 Evaluation Process

Finalist proposals will be reviewed by the Library Director, Library Leadership, and at least one Library Board member. Selected firms may be asked to present their proposals orally the week following the submission deadline.

Section 6: Submission Instructions

Proposals must be submitted in electronic format to director@clearviewlibrary.org.



Section 7: Additional Contract Terms

7.1 Project Manager

The designated project manager for this review will be Erica Rose. Contact:
director@clearviewlibrary.org | 970-686-9955

7.2 Right to Cancel

The Library District reserves the right to cancel this Request for Proposal or reject any or all proposals at any time prior to an award. The Library District is not required to provide reasons for non-selection of a proposal.

Thank you for your interest in providing a Strategic Plan Request for Proposal to the Clearview Library District. We look forward to reviewing your proposal.