

## REQUEST FOR PROPOSALS

**Issued: October 15, 2025**

The Albany Public Library (the "Library"), a school district public library located in Albany, New York, invites qualified applicants to submit proposals for:

### **Strategic Planning Consultant**

The Albany Public Library seeks proposals from individuals and qualified firms willing to designate an individual to serve as a Strategic Planning Consultant as indicated in this Request for Proposals.

**Proposals will be received until 4:00 p.m. on October 31, 2025**

Each proposal is to be submitted via email only, **in pdf format**, to Board President Sarah Macinski, [macinskis@albanypubliclibrary.org](mailto:macinskis@albanypubliclibrary.org) with the subject line: **"Proposal for APL Strategic Planning Consultant."** Proposals received after the designated time and date will not be considered.

All proposals shall be irrevocable for a period of at least sixty (60) days from the proposal deadline date.

All proposals shall be prepared in accordance with these instructions to receive consideration.

### **Official Contact**

Any questions concerning this Request for Proposals should be submitted via email to:

Sarah Macinski  
Board President  
Albany Public Library Board of Trustees  
[macinskis@albanypubliclibrary.org](mailto:macinskis@albanypubliclibrary.org)

All questions should be submitted in writing to the above email address no later than **October 22, 2025** to allow for a timely response.

### **Selection of Proposal**

Selection will be based on the most responsive and responsible proposal offering the best value to the Library. The following criteria will be considered:

- Qualifications
- Experience
- References

- Price

No single criterion will be dispositive. Preference will be given to applicants or firms located within the City of Albany.

**Ownership of Documents:** All documents submitted will become property of the Library.

**Confidentiality of Information:** Any information provided in the proposal which is designated as confidential shall be treated as confidential to the Library to the extent permissible by law.

**RFP Awards:** The Library reserves the right to accept or reject any and all proposals not considered to be in the best interest of the Library, to waive irregularities in any proposal, to reject any proposal which the Library deems to be irregular or in error, to make a partial award or to make a multiple vendor award, as well as the right to not award the services to any individual/firm, or at all. The acceptance or rejection of any proposal and the making of an award or partial award will be at the sole discretion of the Library. Once proposals are reviewed, proposers may be contacted for a follow up interview. The Library reserves the right to obtain clarification of any point in the proposal or to obtain additional information necessary to properly evaluate the proposal.

### **General Specifications**

The Library is seeking a Consultant to assist with the development of a three (3) year Strategic Plan for Albany Public Library, as outlined in the Scope of Services. The process, resulting reports, and final plan are expected to be completed within a six (6) month timeframe.

### **Strategic Plan deliverables:**

- Mission Statement and Vision Statement: Evaluate current statements for possible revision.
- User Needs Assessment: Interpret and report findings based on data analysis. Identify the main themes, patterns, and insights that emerge from the data.
- Goals and Objectives for the Library: create a set of goals and objectives that the Library can use to develop detailed action plans.
- Description of Planning Methodology: Explain how data was collected to formulate the new Strategic Plan.

### **Scope of Services:**

- Initial meeting with the Ad Hoc Strategic Planning Committee of the Albany Public Library Board of Trustees to review the work plan.
- Introductory presentation to the Library Board of Trustees at one of their regular monthly meetings (second Tuesday of the month, 6:00 p.m.) to present the work plan.
- Design a community survey in multiple formats for maximum accessibility, in collaboration with APL's communications team, and provide an analysis of survey results.
- Design focus groups and other user needs assessment strategies that engage the Board of Trustees, Library Administration, Staff, Patrons, Friends and Foundation of Albany Public Library board members, elected officials, and other stakeholders to determine the direction of the Library over the next three (3) years.
- Compile a comprehensive user needs assessment summary and an executive summary for Board members to review. Include benchmarking and environmental scan data from the broader public library field.

- Meet with the Ad Hoc Strategic Planning Committee and select Library Administration and staff (over the course of several meetings) to develop a three (3) year Strategic Plan draft based on the information gathered.
- Present a written draft of the Strategic Plan in coordination with the above-mentioned team no later than April 6, 2026.
- Formal presentation to the Board and final plan approval no later than June 9, 2026. The final plan will be a public-facing document that outlines the paths and goals that will serve as the Library's roadmap and help to inform our annual action plan for the next three years.

Intangible outcomes we're aspiring to: a workforce that emerges from this process with a renewed sense of mission and purpose; community enthusiasm about what the library can do for them now and in the future; community partners who feel excited to innovate with us; stakeholders and support groups whose belief in the value of libraries is strengthened.

## PROPOSAL REQUIREMENTS

The following material is required to be received by 4:00 p.m. EDT on October 31, 2025 for the proposal to be considered.

### Proposal Content and Format

The following proposal format is requested:

- Proposal** or signed letter showing that the proposal is for Strategic Planning Consultant to the Albany Public Library Board of Trustees, including the name, address, phone number and email of the person who will serve as consultant.
- Proposal Submission Form** completed and signed (form attached).
- Experience and Expertise:** Provide the experience and qualifications of the person who will serve as consultant. This should include a brief biography plus the types of services the individual is qualified to perform related to Strategic Planning Consultant work. Give examples of similar services provided in past experiences relevant to the required knowledge, skills, abilities, and attributes, and acceptance training and experience in the scope of services.
- Costs/Charges:** Submit a proposed hourly and/or flat rate for the Consultant's scope of work using the Proposal Submission Form (attached). The Library relies on the proposer to assure that the pricing to perform the full scope of work is submitted in the proposal and that there are no hidden costs or charges that will be incurred by the Library. The proposer must also list any out-of-pocket costs for which they will seek reimbursement (mileage, etc.), but generally the hourly and/or flat rate should compensate the Consultant for their services.
- References:** Contact information for at least three references (who may be contacted) who are familiar with the applicant's relevant expertise and experience in performing duties similar to the Consultant's duties must be included in the proposal.
- Other Information:** Include in this section any additional information you wish to provide to the selection committee, relevant to the role of Strategic Plan Consultant.

## **PROPOSAL SUBMISSION FORM**

**(This form must be completed and submitted with the Proposal)**

To: Sarah Macinski  
Board President  
Albany Public Library  
161 Washington Avenue  
Albany, New York 12210

This proposal is to serve as: **Strategic Planning Consultant.**

Detailed price proposal to provide services for the full scope of work for a three (3) year Strategic Plan for Albany Public Library:

Date Application is Due: October 31, 2025  
Time Application is Due: 4:00 p.m. EDT

Pursuant to the advertisement for proposals dated October 15, 2025 and with full knowledge and acceptance of all the provisions and terms set forth on this proposal, the undersigned hereby offers to furnish services as Strategic Planning Consultant.

**Name of Person who will Serve:**

**Firm Name (if applicable):**

**Address:**

**Signature:**

**Official Title (if applicable):**

**Telephone:**

**E-mail Address:**

**Date of this Proposal:**

## **REQUIRED SUBMISSION**

### **Non-Collusive Certification**

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor;
3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition;
4. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary proposal;
5. The proposer has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from proposing or to submit a complementary proposal on this project;
6. The proposer has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for the proposer's submitting a complementary proposal or agreeing to do so on this project;
7. The individual signing on behalf of the proposer represents and warrants that they are authorized to sign on behalf of the proposer and that they have made a diligent inquiry of all members, officers, employees and agents of the proposer with responsibilities relating to the preparation, approval or submission of the proposal on this project and have been advised by each of them that he/she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this certification; and
8. This certification is in accordance with Section 103-d of the General Municipal Law.

***If the proposer is a corporation, a corporate resolution authorizing the signing of the proposal and this certification shall be included with the proposal.***

Proposer's Printed Name:

By (printed name):

Its (printed title):

Signature:

Date: