

## Strategic Planning Request for Proposal information

### Timeline:

- January 11, 2018. Library board suggests revisions and approves RFP.
- January 12-15. Library director revises and sends RFP to consultant list.
- February 2, 2018: Consultant questions on RFP due.
- February 5-7: Director and staff answer questions; send all consultants addenda document answering questions received.
- February 16, 2018. Proposals due.
- February 19-23. Director and select library staff evaluate proposals.
- *Optional*: February 26-28: board members review top proposals.
- February 27-March 1: Director prepares recommendation for contract award.
- March 8: Library board reviews recommendation, votes on contract award.  
If contract awarded:
- March 12-14: Director informs consultants who have not been awarded contract.
- March 12-23: Director and staff work with consultant to finalize contract.
- Late March, early April: consultant begins work. Strategic Planning Committee formed
- May, June, July, August: based on consultant plan, data gathering, surveys, focus groups, etc, begin.
- August-October: plan written by consultant in iterative process with Strategic Planning Committee.
- October 31: plan due to library.
- November 8: plan approved by Library Board.

### Consultants to be mailed RFP:

- Himmel & Wilson Library Consultants (Milton, WI)
- Laura Page—Page Management Consulting (Madison)
- Library Strategies (St. Paul, MN)
- Sarah Keister Armstrong & Associates (North suburban Chicago)
- Russell Consulting, Inc (Madison)
- UW-Extension Waukesha County
- WiLS (Madison)