



WAUKESHA PUBLIC LIBRARY

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Bruce Gay, Director
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February 28, 2018

To: Library Board of Trustees
From: Bruce Gay, Director
Re: Strategic Planning RFP Award recommendation

On January 15, 2018, the library released its board-approved Request for Proposal for Strategic Planning services. The library contacted eight strategic planning consultants in Wisconsin and neighboring states either known to the library or recommended by other libraries and the Bridges Library System for providing strategic planning service. The due date for responses was Friday, February 16, 2018.

By the 16th, the library had received three (3) responses. The responses were from Library Strategies, Sarah Keister Armstrong & Associates, and WiLS. Three library managers and the director read and evaluated each proposal on a 100-point scale. All evaluators unanimously selected WiLS to be awarded the contract. The scores and pricing are as follows:

Consultant	Pricing	Score
Library Strategies	\$19,371-\$20,871	74.5
Sarah Keister & Assoc.	\$21,500	67.3
WiLS	\$7,600-\$8,750	92

Not only was the WiLS proposal significantly less expensive, the evaluators had positive comments about the proposal, including:

- "Familiar with Wisconsin Libraries and aware of techniques and processes being used within the state."
- "From conversations I've had with other Bridges libraries I know that WiLS comes to each project with a fresh mindset in order to determine each library's unique needs."
- "Addressed Spanish translation of survey in response."
- "The timeline indicated seems most appropriate of the three."

Based on the recommendations of managers who have reviewed the proposals, I enthusiastically recommend the Library Board of Trustees contract with WiLS to provide strategic planning services in 2018.

Thanks,
Bruce

