

**Southern Maryland Regional Library Association
Request for Proposal for Strategic Plan Development
2024**

Responses to Bidder Inquiries

No.	Question	Response
1	Has your organization worked with a consultant on this type of project or other projects in the past?	Yes—SMRLA’s current strategic plan is available to view on our website.
2	What is the budget for this project?	Up to \$100,000
3	Do you prefer to work with a consultant based in Maryland?	The request for proposals states: “...As a state funded entity, SMRLA reserves the right to award the contract to a responsive, responsible Maryland-based firm that does not attain the highest proposal score, provided the vendor meets the criteria outlined in the RFP. A Maryland-based firm is defined as a company headquartered in Maryland.”
4	If you have time, would it be possible to schedule a brief call to discuss these questions and for me to learn more? If so when’s good for you?	A pre-bid conference will be held on Thursday, October 24 at 12 p.m. via Microsoft Teams. Please visit https://smrla.org/rfp/ for the log in credentials on Friday, October 4.
5	How do you see the SMRLA’s strategic planning efforts connecting with individual county library strategic planning efforts, such as those developed by Calvert and St. Mary’s?	SMRLA works closely with our public library partners but we are four distinct libraries. We hope our selected consultant will help us make connections where appropriate between SMRLA’s strategic planning strategy and our public library partners.
6	How do you envision the 2023 Diversity, Equity, and Inclusion Strategic Plan and the associated cross-functional Implementation Team being incorporated, if at all, into the SMRLA Strategic Plan Development process?	It is expected that SMRLA’s EDI plan will be incorporated into our strategic planning process. Some members of the Implementation Team are also members of the Strategic Planning Committee leading our search for a consultant. Ultimately it is expected that all SMRLA staff will be given an opportunity for input into our strategic plan.
7	Is there an incumbent for this work or similar strategic planning efforts? If so, can you provide the name of the incumbent? Are they eligible to submit a response for this RFP?	Our current strategic plan was developed by The Ivy Group, Ltd. They are eligible to submit a response for this RFP.

8	Are you willing to accept an electronic proposal submission?	As outlined in our request for proposals , “Respondents shall submit one paper copy and one copy in digital format (e.g., CD, DVD, flash drive, etc.)”
9	For the pre-bid conference on October 24 at 12 p.m., is that 12 p.m. ET?	Yes.
10	Will you send the link and log in information for the pre-bid conference to me and others who sent questions, or do we need to look at the RFP site to get this information?	Please visit https://smrla.org/rfp/ for the log in credentials on Wednesday, October 23.
11	Are there stakeholder groups that will require in-person engagement?	Yes, the Southern Maryland Regional Library Association staff will require at least one opportunity for in-person engagement.
12	During the strategic planning period, are there currently scheduled meetings or gatherings of Southern Maryland Regional Library Association stakeholders that could be utilized for input into the strategic plan?	While the regional library staff meet regularly with our stakeholders, we would prefer to keep those meetings available for our internal business. We are happy to coordinate scheduling with our stakeholders with our selected consultant.
13	What will be the makeup of the Strategic Planning Committee?	The Strategic Planning Committee consists of the following: one regional library association Board of Trustees member; CEO; Information Technology Specialist III; Learning & Development Facilitator; Data Analyst; Administrative Services Manager; Library Services Manager; Strategic Communications Specialist; and Catalog Librarian II.
14	Item 2 on the proposed questionnaire states, “the length of time the company has been providing organizational workflow analysis and related services as described in this RFP.” Can you please clarify how organizational workflow analysis relates to the statement of work on pages 2 and 3?	This has been amended to state: the length of time the company has been providing strategic planning services and related services as described in this RFP.
15	Would you please clarify what is intended by a “transition plan” in this item in the proposal questionnaire? “Provide a recommended transition plan that describes the steps the Respondent will	This has been amended to state: Provide a recommended plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

	take to begin providing the services described in this RFP.”																					
16	<p>The RFP has a list of requirements divided into sections as follows:</p> <table border="0"> <thead> <tr> <th>SECTION</th> <th>TITLE</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>Cover Letter</td> </tr> <tr> <td>B.</td> <td>Table of Contents</td> </tr> <tr> <td>C.</td> <td>Attachments Checklist</td> </tr> <tr> <td>D.</td> <td>Minimum Qualifications</td> </tr> <tr> <td>E.</td> <td>Proposal Questionnaire</td> </tr> <tr> <td>F.</td> <td>Respondent References</td> </tr> <tr> <td>G.</td> <td>Authorization Agreement</td> </tr> <tr> <td>H.</td> <td>Fee Proposal</td> </tr> <tr> <td>I.</td> <td>Certifications</td> </tr> </tbody> </table> <p>According to this, there appears there isn't any section for the specific proposal we would do, meaning our framework, methodology, approach etc. Or should that part of the proposal be included in a "subsection" after Section B of the previous list? Or, is it meant to be that our proposal is the result of answering the questions in section E?</p>	SECTION	TITLE	A.	Cover Letter	B.	Table of Contents	C.	Attachments Checklist	D.	Minimum Qualifications	E.	Proposal Questionnaire	F.	Respondent References	G.	Authorization Agreement	H.	Fee Proposal	I.	Certifications	Your proposal would be the result of answering the questions in Section E.
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17	May we submit optional services that would augment our core plan of work, all within the stated budget?	Yes.																				
18	Can you confirm that the pre-bid conference date on the website (October 24) supersedes the date listed in the RFP (October 2)?	Yes, the pre-bid conference date is October 24. The date was revised in the RFP earlier and the current posted version is accurate.																				