

BID/RFP ADVERTISING AUTHORIZATION FORM

BID/RFP No.

1026

Library Strategic

Advertising requested by:

Eileen Dyer, Library Director

Planning Services

Signature:

Source of Funding:

Approved by Town Council (Date) _____

Regular Budget (Line Item Number) _____

Special Appropriation _____

Grant (Source)

Friends of the Rogers Free Library

Other _____

Authorization to proceed with the advertising requirements for the above-described Bid/RFP is hereby granted.

Steven Contente, Town Administrator

Sarah Hassell, Town Treasurer

11/16/23

Date

11/8/23

Date

Brief Narrative of Project:

The Rogers Free Library, a municipal department of the Town of Bristol, RI, seeks an experienced, professional Consultant to develop a comprehensive 5-year strategic plan for the Library that includes a significant community engagement/research component. We are committed to undertaking a strategic process that will actively engage our organization in thinking about the future and planning for the sustainable delivery of the programs and services our community expects, and engaging library stakeholders through the process.

The purpose of these services is to assist the Board of Trustees of the Rogers Free Library in establishing a long-term strategic plan, which will include goals, objectives, and strategies for Library operations, as well as a five-year financial plan that models cost, expenses, and cash flow related to overall operations and strategic plan initiatives.

Pre-Bid Meeting date, time, location (if applicable) N/A

Is the pre-bid meeting mandatory (if applicable) N/A

Question submission deadline date and contact information (if applicable)

Eileen Dyer, edyer@rogersfreelibrary.org by _____

**TOWN OF BRISTOL
INVITATION TO BID
BID No. 1026**

Sealed Bids will be received until 12 noon on December 6, 2023 for the following:

LIBRARY STRATEGIC PLANNING SERVICES

BID #1026

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON
December 6, 2023 FOR THE TOWN COUNCIL MEETING OF December 6, 2023

The Town of Bristol is requesting sealed bids for Library Strategic Planning Services, in accordance with all terms and specifications contained herein.

Specifications may be obtained and bids MUST be filed at the Office of the Town Clerk, 10 Court Street, Bristol, RI 02809. Specifications are available for download at <https://www.bidnetdirect.com/rhode-island/bristolri> by registering and/or logging in as a vendor.

Bids (one original marked "MASTER" and one copy) must be submitted in a sealed envelope and must be clearly marked on the outside, "**Bid #1026 – Library Strategic Planning Services**" and addressed to the Town Clerk's Office, Town Hall, 10 Court Street, Bristol, RI 02809. Sealed bids will be received until 12 noon on December 6, 2023

Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk's Office (401) 253-7000 three business days prior to the bid opening.

The Town reserves all rights to reject any and all bids, or any part thereof, or to go on the open market when it is deemed in the best interest of the Town.

MELISSA CORDEIRO
TOWN CLERK

November 22 & 30, 2023

LEGAL NOTICE

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