

Request for Proposals

Scott County Public Library Strategic Planning (2026–2031)

Introduction

The Scott County Public Library (SCPL) is seeking proposals from qualified consultants to design and facilitate a strategic planning process that will result in a new five-year strategic plan. The process must meaningfully engage library staff, the Board of Trustees, and the broader community—including both current library users and non-users.

The plan will serve as a roadmap for SCPL from **July 2026 through June 2031** and will include clear goals, strategies, performance measures, and methods for ongoing evaluation.

Purpose

Through this strategic planning process, SCPL seeks to:

- Deepen our understanding of community needs, growth opportunities, and the Library's role in meeting them.
- Establish strategic priorities and goals that reflect community input.
- Define measurable outcomes and performance indicators that ensure accountability to our community, stakeholders, and funders.

Who May Respond

We invite proposals from consultants with demonstrated success in nonprofit or public sector strategic planning. Experience with public libraries or related community organizations is preferred.

About Scott County Public Library

SCPL serves the residents of Scott County, Kentucky, the fastest-growing county in the state, with a 2023 population of 58,269. The library operates one central location, a bookmobile, locker pickup services, and extensive online resources. More information is available at <https://www.scottpublib.org>.

Scope of Work & Deliverables

The selected consultant will:

- Work with a committee of board members and staff
- Propose a plan and methodology for gathering information about the county and its residents as well as input from staff, trustees, community partners, library users, and non-users through multiple channels (for example, surveys, focus groups, interviews, community meetings, etc.).
- Deliver interim reports at key milestones (pre-planning/community engagement, draft strategic priorities, draft plan).
- Produce a final written strategic plan (2026–2031) with goals, objectives, outcomes, and performance measures.
- Provide a methodology for monitoring and evaluating plan implementation.

Project Timeline

- **RFP Release:** September 22, 2025
- **Proposal Deadline:** October 27, 2025 (5:00 PM EST)
- **Board Review & Finalist Selection:** October 28, 2025–November 7, 2025
- **Finalist Interviews:** November 11, 2025
- **Reference Checks:** November 12, 2025–November 21, 2025
- **Notification of Selection:** December 10, 2025
- **Contract Start:** January 5, 2026
- **Strategic Plan Due:** June 8, 2026

The planning process should take no longer than **six months**, beginning January 2026.

Proposal Requirements

Proposals must include:

- Proposed project plan, including approach, methodology, and major milestones.
- Description of community engagement strategies.
- Qualifications and roles of all staff who will work on the project.
- 1–2 examples of prior strategic planning work (redacted if needed).


- At least two client references.
- A sample timeline with tasks and deliverables.
- Detailed project budget.

Submission Instructions

Proposals must be submitted electronically by **5:00 PM EST on October 27, 2025** to:

Elizabeth Kozlowski, Executive Director

 elizabeth.kozlowski@scottpublib.org

 502-863-3566

Subject line: *“Scott County Library Strategic Planning Proposal”*

Late submissions will not be considered.

Additional Conditions

- All proposal costs are the responsibility of the bidder.
- All intellectual property developed under the contract becomes the property of SCPL.
- SCPL reserves the right to accept or reject any or all proposals, to request modifications, or to re-solicit proposals.
- SCPL employees, trustees, and their family members are ineligible to apply.