



Request for Quote Strategic Planning Services Frequently Asked Questions:

Anticipated project timeline

We anticipate commencing the project in October, following the completion of the procurement process and contract award. The final strategic plan is expected to be presented to the Library Board in spring 2027.

Are you able to share your anticipated budget range for this project?

Yes, we do have an allocated budget for this engagement. While we have not specified a budget range within the RFP, we welcome proposals that clearly outline your recommended approach, scope of work, deliverables, and associated costs.

Hybrid engagement expectations

We anticipate that the following components will be conducted in person:

- Community engagement activities
- Strategic planning workshop(s) with staff and the Library Board
- Final presentation to the Library Board
- We remain open to proponents' suggestions regarding the most effective mix of in-person and virtual engagement methods, provided the proposed approach supports meaningful participation and project objectives.

Written Questions

To ensure fairness and consistency throughout the procurement process, we ask that all questions related to the RFQ be submitted in writing by email. Written inquiries help us document responses and provide the same information to all prospective proponents, as appropriate.

Staff are mentioned as key stakeholders. How many staff does the Newmarket Public Library employ?

The Library currently employs approximately 45 staff members across full-time, part-time positions.

Are you interested in having options provided for the community engagement piece?

Yes, we would be interested in being provided options for the community engagement component. We would welcome recommendations on approaches and levels of engagement that would support the strategic planning process and help ensure meaningful community input.

Municipal partners and community organizations as key stakeholders. Can you identify the number of municipal partners and community organizations you wish to engage?

We have not identified a specific number of municipal partners or community organizations that must be engaged. We are looking for a meaningful and representative level of participation from key stakeholders, and we welcome the consultant's recommendations regarding the appropriate number and mix of organizations to support the development of the Strategic Plan.

Equity-deserving populations are also identified as a key stakeholder in the RFP. Are there specific equity-based organizations you wish the consultant to engage, or are you looking to ensure the inclusion of equity-deserving populations across engagements with residents, library users, and non-users?

Our primary objective is to ensure that equity-deserving populations are meaningfully represented throughout the engagement process. We welcome the consultant's expertise in identifying appropriate engagement approaches, including both outreach to relevant community organizations and strategies that encourage participation from equity-deserving residents, library users, and non-users.

A strategic planning workshop with staff and board members is indicated in the list of deliverables. Are you only looking for one workshop with both staff and board present, or are you open to an alternative mix of workshops suggested by the consultant?

While the RFP identifies a strategic planning workshop with staff and Board members, we are open to alternative approaches proposed by the consultant if they believe a different mix of workshops or engagement sessions would better support the strategic planning process and achieve the project objectives.

Final presentation to the Library Board

We remain open to proponents' suggestions regarding the most effective mix of in-person and virtual engagement methods, provided the proposed approach supports meaningful participation and project objectives.

Is there an existing strategic plan or recent community research (surveys, demographic studies, etc.) we should build on rather than duplicate?

We do have an existing strategic plan and various community data sources that can be shared with the successful proponent. We are looking for a consultant who can build on existing information, identify any gaps, and avoid duplicating previous work where possible.

Will a library staff lead or steering committee manage the project day-to-day, or should we plan to lead full project management ourselves?

The Library will designate a staff lead to act as the primary contact and support the project. We anticipate working collaboratively with the consultant, though we welcome recommendations regarding the level of project management support required.

Are you open to hiring a consultant outside of the Newmarket/Toronto area?

Yes, we are open to hiring a consultant from outside of the Newmarket/Toronto area, provided they can effectively support the project and engagement activities as required.