

RFP-22-001 Community Needs Assessment and Strategic Plan

Questions – Round 2

General Questions for Both Projects

1. Is there any budget range for this work?

We will not be providing a budget range. Still, we anticipate that proposals will provide an itemized budget as requested under the proposal requirements that will be informed by previous projects with the public/govt. agencies, as well as the deliverables requested. The overall cost of the project will be used to evaluate the proposals as it is worth 15 (out of 100) points.

2. Could you share any information about the YVL's relationship with the Yakama Nation?

Yakima Valley Libraries serves the entire county, with the exception of the City of Grandview, including the Yakama Nation population. We have three libraries located inside the Yakama Nation territory: Wapato, Toppenish, and Harrah. The Yakama Nation also has a public library in Toppenish that is a part of the Yakama Nation Tribal School. This library is not part of YVL.

3. It is stated in the RFP, “Submittals should not exceed 10 double-sided pages in length and pages should be numbered except for cover letter. Responses that exceed the maximum number of pages may not be considered.” As these are electronic/PDF submissions, does that mean the maximum number of pages is actually 20?

The maximum number of pages is 20 (single-sided) for each of the projects (20 pages for the Community Needs Assessment and 20 pages for the Strategic Plan.)

Questions about the Community Needs Assessment

4. What is the expectation for engagement with the Yakama Nation and other local Community-Based Organizations (CBOS) in the development of the Community Needs Assessment?

Although we envision that the survey tool will be the main way to capture feedback from residents and community based organizations, we are open to recommendations on how to engage with CBOs in other ways..

5. Is Library leadership willing to consider community engagement activities beyond a survey to inform the community (ex., focus groups, listening sessions, etc.)?

We are open to recommendations about using focus groups and listening meetings to engage the community in the public feedback process specified in RFP 22-01.

6. Many strategic planning methodologies, including Planning for Results, advise the creation of a steering committee that includes community leaders/members. Does the Library intend to (or are you agreeable to) create this group prior to the kickoff of the community assessment? (Such a group is valuable when attempting to disseminate survey opportunities.)

We are open to recommendations.

7. Could you clarify the intentions behind Outcome #2, Points 3-4: “Be able to be present [the survey] orally in other languages?”

The developed survey tool should be available in English and Spanish. The consultant should be able to present it orally in English and Spanish and provide a copy of it in the following formats: digital, paper, and verbal.

8. Is subcontracting the language translation component acceptable, or is Yakima Valley Libraries exclusively interested in bilingual firms?

The selected vendor/consultant, must be able to develop a survey and make it available in English and in Spanish as well as be able to analyze & summarize the collected survey data that is provided back to them in English or in Spanish as specified in the RFP. It is up to the vendor on how that is achieved.

Questions about the Strategic Plan

9. Are you willing to consider community engagement activities that differ from the PLA Planning for Results handbook - but have a demonstrated track record?

We are open to recommendations if there are fresh and relevant community engagement activities not listed in the book and the consultant finds pertinent to create constructive outcomes for the Strategic Plan process.

10. Do you intend for all vendor interviews to be held in person, or is remote participation possible?

Yakima Valley Libraries may choose to interview consultants. Interviews are expected to be approximately thirty minutes to one hour, and virtual/remote meetings will be accepted. As part of the interview, each respondent will be expected to make a short presentation on the firm’s experience and approach to the project.

11. Is there flexibility to do both the community needs assessment simultaneously with strategic planning?

The process will allow both projects to be on concurrently for a certain period according to the RFP schedule proposed for the Community Needs Assessment and the Strategic Plan processes. For instance, the anticipated start date for Community Needs Assessment is

February 1, 2023, and the desired completion date for this process is June 12, 2023. On the other side, the anticipated start date for Strategic Plan is April 17, 2023, with a desired completion date for Strategic Plan on August 14, 2023. The goal is to have the ability to utilize a fully completed Community Needs Assessment and its deliverables to draft a Strategic Plan that covers the next three years. The Strategic Plan will be developed using the results of the Community Needs Assessment and with the public library concepts found in the book Strategic Planning for Results by Sandra Nelson.