

THE NEWARK PUBLIC LIBRARY

5 Washington Street • P.O. Box 630 • Newark, NJ 07101-0630
www.npl.org

Introduction: The Newark Public Library (NPL) is requesting proposals from qualified strategic planning consultants to conduct a far-reaching and inclusive assessment and evaluation of the Library which will result in a Strategic Plan to guide the organization's work for the next 3-5 years.

The selected consultant will be responsible for assisting the NPL Board and the Library Director with the full scope of developing a strategic plan. NPL is soliciting these proposals for these services in accordance with the terms, conditions, and instructions set forth in this Request for Proposal.

In submitting a proposal respondents acknowledge that NPL has no express or implied obligation to reimburse them for any expenses incurred in preparing proposals in response to this Request for Proposal or for attending any meetings or conversations related to preparing or presenting proposals.

Background: Newark Public Library is an anchor institution in the City of Newark. It has been a source of knowledge and pride for Newark residents for 125 years. With branches in every ward and online resources galore NPL provides a crucial network for education, entertainment, and growth for people of all ages in New Jersey's largest city. Newark Public Library is not only a high-impact, high-traffic, patron-focused urban public library, it is also home to numerous important special collections:

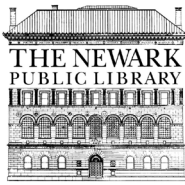
- The New Jersey Room – the premier destination for research into the City of Newark and for much of the State of New Jersey.
- The Phillip Roth Personal Library – Newark Public Library holds the personal library of Phillip Roth, a Newark native and one of the most important literary voices of the 20th century.
- Prints and Rare Books – NPL has a significant collection of prints, and rare books with material from all over the world but a special focus on Puerto Rican printmaking.
- James Brown African American Research Room – this space has a deep collection of African American art, culture, history, and literature.
- Hispanic Resources and Information Center – this new space houses the largest archives and circulating collection in Spanish in the state of New Jersey

With six locations, a historic Main Library, and a staff of over 100 dedicated library professionals, Newark Public Library is one of the most important libraries in the state.

Ras J. Baraka
Mayor, City of Newark

Lauren Wells, Ph.D.
President, Board of Trustees

Christian Zabriskie
Director, The Newark Public Library



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Proposal: The following information is required for the proposal submission to be considered:

- Firm name, address, contact name, title, phone number, & email address
- Scope of work including an outlined approach and strategy to complete the requested Scope of Work
- Cost estimates for the proposed Scope of Work and any project-related costs
- List of three references
- Examples of similar work

Eligibility: Consultants should be experienced in working with organizations in the development of a responsive strategic plan. The intent of the Request for Proposal is to garner proposals from qualified consultants to work in partnership with the Board and Staff of the Newark Public Library as well as the larger community that it serves. The successful applicant will work directly with the Board and Director to ensure all activities in the project are completed. Special consideration will be given to consultants who have worked with public libraries and consultants are encouraged to highlight that work in their proposal.

Scope of Work:

- Conduct pre-meetings with NPL staff, NPL Board members, and NPL volunteer leadership.
- Review relevant documents identified by the Board and Director including prior strategic plans, surveys, policies, and various analysis of the library.
- Organize and facilitate meetings to encourage participation and gather insight regarding critical issues and priorities for NPL both internally and as part of the larger Newark community.
- Work with Library Leadership to ensure that there is through Board, Staff, and Community engagement throughout the system including the branches.
- Partner with internal communications efforts to engage as much of the public and NPL community as possible
- Provide Library Leadership with documentation of findings from any public or staff meetings as well as preliminary stats and discoveries for a Strategic Plan.
- Having incorporated feedback from Library Staff and the Board the consultant shall draft a Strategic Plan that will guide the organization's work for the next 3-5 years. This shall be complete no later than January 1st 2026.
- Present the final report to the Newark Public Library Board at a public Board meeting.

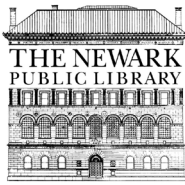
Q&A

Library Leadership will hold an open forum for interested parties to ask questions about the project. This will take place on Wednesday, May 21st, at 2PM EST. For more information contact Library Director Christian Zabriskie: czabriskie@npl.org

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Project Schedule: Proposals must be received no later than June 15, 2025. Proposals received after this date will not be considered unless previously arranged. NPL Assumes no responsibility or liability for late delivery or receipt of responses. The project will be awarded, and terms finalized no later than July 1, 2025. Selection of a consultant under this Request for Proposals does not commit NPL to procuring any services in pursuit of this Request for Proposals. NPL will negotiate contract terms upon selection.

Proposal Contents and Requirements:

- Cover Letter: Summarize the proposed team and approach. Include the firm name, address, contact person, and all applicable contact information
- Describe the background, experience, and capabilities of your firm as it relates to the Scope of Work
- Identify the name and title of your primary consultant and any other key team members who will be assigned to this project
- Shortlisted proposals will be asked to sit for an interview.

Send Proposals and questions to Christian Zabriskie, Library Director, Newark Public Library via email at: czabriskie@npl.org

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