LibraryLinkNJ
THE NEW JERSEY LIBRARY COOPERATIVE

EVERY NEW JERSEY LIBRARY
Connected and Thriving

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Ralph S. Bingham III, Executive Director

LibraryLinkNJ – The New Jersey Library Cooperative – and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion and funding of the New Jersey Library Network.

Request for Quotation
Strategic Planning Facilitator

LibraryLinkNJ, The New Jersey Library Cooperative, is soliciting quotations for a Strategic Planning Facilitator.

Release date: Wednesday, October 28, 2026
Deadline to Respond: Friday, November 20, 2026 by 4:00 PM

1. Purpose

The purpose of the RFQ is to obtain the services of a Strategic Planning Consultant to facilitate the development of a strategic plan for FY28-FY30 for the organization.

Overview

INFOLINK d.b.a LibraryLinkNJ – The New Jersey Library Cooperative is a 501(c)(3) non-profit corporation. Its members are 2,400 multi-type libraries and library-related agencies located in the twenty-one counties of New Jersey. This area includes 9.29 million people (2020). The population of the state is highly diverse and includes some of the largest communities of Spanish speaking and Asian Indian persons in the U.S.

The Cooperative has over 1,100 voting representatives from over 2,500 public and private schools, public, academic, institutional, corporate, health sciences and special libraries and library-related agencies. A member-elected Executive Board meets regularly to oversee the programs and services of the organization.

The Cooperative and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion and funding of the New Jersey Library Network. Members join at no charge and pay no dues.

This Request for Quote is held and managed by LibraryLinkNJ.

Recent Background

The Cooperative worked with a facilitator in 2022 to create a strategic plan for FY23-25 through input from membership, key stakeholders, our staff, and our Executive Board. This plan included an updated mission and vision with corresponding goals and objectives with a detailed activity plan. In 2025, the strategic plan was extended and updated for two additional years, FY26-27.

Copies of the strategic plan and its extension and status reports are available on the Cooperative's website at https://librarylinknj.org/about-us/documents.

In 2024, the Cooperative established its organizational values which are as follows:

> **"Collaboration and Connection to the Community"**
> We believe in the collaborative power of the library community to share knowledge and connect with one another.
>
> **"Inclusion and Belonging for All"**
> We lead a culture of inclusion and belonging for New Jersey's library communities and the individuals they serve, giving a voice and equal opportunities to all.
>
> **"Trust and Respect for One Another"**
> We act with trust and respect, engaging in a culture that listens deeply to lift up all members.
>
> **"Learning and Innovation that Promotes Individual and Community Growth"**
> We provide innovative, high-quality programs and services that promote resource sharing, learning, and professional growth for all New Jersey libraries and library workers.

The Cooperative's FY24 and FY25 Annual Reports are available on its website at https://librarylinknj.org/about-us/documents. The reports provide more information about the Cooperative's recent activities.

2. Goal

LibraryLinkNJ seeks quotations from qualified candidates and/or organizations to

- Lead the Executive Board in developing a FY28-30 strategic plan appropriate for the organization using the strengths of the existing plan and addressing any weaknesses.
- Leverage existing data, such as usage statistics and budgetary information, to develop organizational priorities.
- The process will be focused and ensure the plan reflects the responsibilities Cooperative has through the New Jersey Administrative Code and the priorities of the LLNJ Executive Board and Staff.
- Produce a strategic plan for approval by the Executive Board on May 20, 2027.

3. Budget

The maximum budget for this project, as set by the Executive Board, is $12,000.

4. Format and Content of Responses to this Request for Quote:

Deliverables. The retained consultant is expected to:

- Communicate actively and work closely with the LibraryLinkNJ Executive Board and the Membership/Planning Committee on all aspects of this initiative;
- Fulfill the methodological components agreed upon;
- Take notes and write reports in relation to implemented methodologies;
- Facilitate a strategic planning process appropriate to the organization;
- Develop a mechanism that gathers feedback from staff, the Executive Board members (past and present), our membership and key stakeholders via surveys, focus groups, etc.;

- Meet with the Executive Board virtually or in-person for a retreat or Board meeting as part of the strategic planning process.

The quote must be organized as follows:

1) Quote Letter. The Quote Letter shown in **Appendix A** shall be signed and dated by an authorized representative.

2) Vendor Background and References.
   a) Vendor profile. Use **Appendix B** to provide the information requested.
   b) References. The vendor must submit 2-3 recent client references that attest to the firm's experience, quality of work, and service in completing similar projects within the last four years.

3) Quote Format. **Appendix C**

   a) Approach and Schedule of Work.
   Structure responses to demonstrate the ability of the Bidder to meet or exceed all Requirements.

   b) Cost Quote.
   Include a detailed cost quote which shows a breakdown of costs for each portion of the work.

   c) Knowledge and Experience
   Elaborate on how the Bidder meets the requirement of experience creating strategic plans and working collaboratively with different sets of participants.

   d) Other Materials
   Bidder may provide other materials he/she feels may improve the quality of the response. However, these materials must be included in Appendix D.

Vendor Questions

Vendors may submit questions in writing via email to the LibraryLinkNJ Executive Director using the address (ralph@librarylinknj.org).

5. Submission of Quote

Vendors must email quotes to LibraryLinkNJ Executive Director Ralph Bingham (ralph@librarylinknj.org) no later than 4:00 PM, Friday, November 20, 2026. It is the vendor's responsibility to ensure confirmation of quote receipt prior to the Closing Date and Time for Receipt of Quotes. Quotes received after the time and date fixed for submission will not be considered.

6. Award of Contract

The final decision for awarding the contract rests with the LibraryLinkNJ Executive Board. A contract will be awarded on the basis of the amount of the quote and the capability of the respondent to fulfill the obligations indicated in the responses.

The Executive Board reserves the right to accept any quote, in whole or in part or to reject any or all quotes if none are found to meet the requirements specified in this RFQ.

The evaluation of quotes received in response to this RFQ will be conducted comprehensively, fairly, and impartially. The LibraryLinkNJ Membership/Planning Committee will participate in the evaluation and selection of responses to this RFQ and may make a recommendation to the LibraryLinkNJ Executive Board concerning the awarding of the contract at their scheduled meeting on December 17, 2026.

Appendix A

Proposal Letter to LibraryLinkNJ

I propose to provide consultant services for LibraryLinkNJ to develop a *Strategic Plan for LibraryLinkNJ.*

It is understood that this quote constitutes an offer.

It is understood and agreed that I have read the specifications described in the RFQ and this quote is made in accordance with the provisions of such specifications. By signing this quote, I guarantee and certify all items included in this quote meet or exceed any and all such specifications.

I agree, if selected, to deliver goods and services which meet or exceed the specifications.

Respectfully submitted,

_____ _____
Authorized Signature Date

_____
Printed Name

_____
Title

_____ _____
Email Address Telephone

_____ _____

_____
Remittance Address

_____
City, State, Zip Code

Appendix B-1

Vendor Profile

Company Name:

Type of Company:

Address:

Total # Full Time Employees:

Phone Number:

Email:

Federal ID #:

Company Start Date:

State ID #:

Project Manager / Principal Contact (Attach Resume):

Assigned Employees (Attach Resumes)

Signature _____ Date _____

Position/Title _____

Appendix B-2

Reference #1

Name of Client:
Address:
Contact Name:
Position:
Telephone Number:
Email Address:
Dates of Services:
Description of Services Provided:

Reference #2

Name of Client:
Address:
Contact Name:
Position:
Telephone Number:
Email Address:
Dates of Services:
Description of Services Provided:

Reference #3

Name of Client:
Address:
Contact Name:
Position:
Telephone Number:
Email Address:
Dates of Services:
Description of Services Provided:

Appendix C

A) Approach and Schedule of Work

B) Cost Quote

C) Knowledge and Experience

D) Other Materials