Ocean County Library Commission  
Request for Proposals  
For Library Strategic Planning Services  
Q&A  
RFP Due Date: November 3, 2022 at 1:00PM

1. **Q:** Is there an estimated budget or budget range for the project?  
   **A:** An estimated budget and/or budget range have not been included within the RFP.

2. **Q:** Do you want the consultants to visit each branch?  
   **A:** Branch visits are not mandatory, but welcomed. If you wish to set up site visits, please contact either Phil Rosenow, prosenow@theoceancountylibrary.org or Corinne Baniowski, cbaniowski@theoceancountylibrary.org.

3. **Q:** Could you please provide a copy of the 2021 Annual Report?  
   **A:** The Ocean County Library’s 2021 Annual Report can be found on our website, www.theoceancountylibrary.org. Please click on the “About” drop down and select “Annual Reports” to locate the 2021 Annual Report.

4. **Q:** In the RFP, you state you hope work to begin in late fall 2022. With the submission deadline in early November, are there elements of the planning process you hope to have begun before the end of December?  
   **A:** Preliminary discussions are anticipated to begin in December 2022.

5. **Q:** At what level do you expect staff participation? Is there the ability to work closely with a group of staff (and, potentials, stakeholders) throughout the project?  
   **A:** Staff/stakeholders are expected to participate in all levels of the strategic planning process.

6. **Q:** What balance would you like to see between in-person and virtual opportunities for community and staff engagement?  
   **A:** Both in person and virtual opportunities for community and staff engagement may be used in order to generate the best results.

7. **Q:** The RFP references a strategic planning committee. Has the library identified who will be on the committee yet, or the size and suggested representation on the committee?  
   **A:** Size and scope of the strategic planning committee has not been identified at this time. The Ocean County Library Commission and OCL management will decide and form the committee after proposals have been submitted and reviewed.

8. **Q:** If we identify additional tasks to supplement the process, is Ocean County open to receiving them as options on the fee structure?  
   **A:** If additional tasks are included in your proposal, please note them clearly and list all associated fees separately.