



REQUEST FOR PROPOSAL

Coquitlam Public Library: Strategic Plan Development

RFP #2022-01

Addendum B: Notice of Revision and Proponent Questions

Updated March 30, 2022

KEY CONTACT

All enquiries must be made in writing and the enquiries regarding the RFP must be addressed to:

Office Manager
Coquitlam Public Library
575 Poirier Street, Coquitlam BC V3J 6A9, Canada
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www.coqlibrary.ca

Notice of Revision

Please note that we have reposted Addendum A. Addendum A was previously titled incorrectly as “Appendix A”. There were no changes to Addendum content.

Proponent Questions

1.0 Is GST to be included within the \$30,000 limit for total fees and expenses?

The maximum budget is \$30,000.00 CAD, inclusive of GST, PST, and all other costs.

2.0 If the process could be organized to deliver the final report before September 12, 2022, would this be considered advantageous?

There is no advantage to completing the project earlier than as posted in the RFP

3.0 Can CPL provide monthly and annual service statistics by branch (and mobile) for the last 5 years?

CPL will provide a variety of statistics to the successful bidder. These will include visits, program participation, demographic use based on a limited dataset, circulation, type of use for our 3 service points and our online branch. Some will be more in depth than others.

We can work with the successful bidder to provide statistics. Note that we have no statistician so limited ability to analyze data.

4.0 Does CPL have a demographic profile of members/users by service/location for the last 5 years?

We have not developed a demographic profile; however, we can provide a limited demographic profile based on physical circulation at each of our service points as well as online access.

5.0 Kindly advise if Stage 1 of the strategic plan was also done by an external consultant and whether that consultant is eligible to respond to stage 2 also?

Stage 1 was completed by an external consultant. The consultant is eligible to respond to Stage 2