

**Rose Memorial Library Association  
Request for Qualifications  
August 2015**



**Jennifer Brown, MLS, MPA  
Library Director**

**Board of Trustees  
Rose Memorial Library Association  
79 East Main St.  
Stony Point, NY 10980**

**ROSE MEMORIAL LIBRARY ASSOCIATION  
REQUEST FOR QUALIFICATIONS  
PROFESSIONAL FUND RAISER**

**SECTION 1: PURPOSE**

- 1.1 The Rose Memorial Library Association is seeking a qualified and experienced Fund Raiser to lead a capital campaign for the construction of a new community center/library. The proposed building project includes the construction of a new two-story library building and community center (with basement) containing approximately 30,000 square feet of space on a 1.7 +/- acre vacant lot located within the Town of Stony Point, NY.

**SECTION 2: PROPOSED SCOPE OF WORK**

- 2.1 Serve as the fundraising leader for the campaign. Develop campaign strategic plan, lead campaign team, and administer delivery of the campaign plan.
- 2.2 Collaborate with local, regional, and national library leaders to identify potential donors. Utilize fundraising software to organize and manage donor data.
- 2.3 Identify, research, cultivate, and solicit prospective donors in coordination with the Rose Memorial Library Board of Trustees and Library Director to maximize effectiveness of donor relationships.
- 2.4 Develop donor solicitation strategies and deliver. Organize individual donor solicitations, utilize campaign team and other library leaders appropriately to achieve maximum yield. Prepare solicitation materials, gift proposals, presentations, reports, and other documentation as needed.
- 2.5 Plan and deliver major campaign events through close collaboration with appropriate Town of Stony Point staff, Rose Memorial Library staff and local community leaders.
- 2.6 Establish and maintain accurate records of all campaign activities, solicitations, contributions, and pledges. Coordinate with the Library Bookkeeper who will perform accounting duties for the campaign.
- 2.7 Comply with all protocols and standard fundraising practices as guided by the Association of Fundraising Professionals Code of Ethics and Donor Bill of Rights. Demonstrate ethical integrity in all areas of performance.

2.8 Provide regular progress reports to the Library Director and Board of Trustees.

### **SECTION 3: VENDOR QUALIFICATIONS**

3.1 The proposal should address the following:

- the applicants qualifications and experience that prepare the candidate for the described work,
- an indication of how the applicant has approached similar projects in the past,
- a portfolio or sample of fundraising work,
- a list of at least three references for whom the applicant has worked or has performed contracted work services.

3.2 In addition, the Rose Memorial Library may make such investigations it deems necessary to determine the ability of the applicant to perform the work. The applicant shall furnish to the Library, within five (5) days of request, all such information and data for this purpose as may be requested. The Library reserves the right to reject any quote if the information submitted by, or investigation of, such applicant fails to satisfy the Library that such applicant is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional quotes will not be accepted.

3.3 Applicant must be registered with the New York State Department of Law (Office of the Attorney General) Charities Bureau.

### **SECTION 4: RECEIPT OF QUOTES**

4.1 Quotes must be received original form or by fax or email, by close of business (7:00 p.m.) on Friday, October 9, 2015 at the following address, fax number, or email address:

Jennifer Brown, Library Director  
Rose Memorial Library Association  
79 East Main Street  
Stony Point, NY 10980

Fax Number: 845-786-6042

Email: [jbrown@rcls.org](mailto:jbrown@rcls.org)

4.2 Rose Memorial Library Association reserves the right to reject any or all quotes in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive, or conditional quotes.

- 4.3 Submission of any quote indicates acceptance of the conditions contained in the RFQ, unless clearly and specifically noted otherwise in the quote.
- 4.4 Rose Memorial Library Association, at any time, by written notification to each applicant having obtained a copy of the RFQ through the Rose Memorial Library Association, change any portion of the RFQ described and detailed herein.
- 4.5 Quotes and supporting documentation will be examined and evaluated by the Rose Memorial Library Association Board of Trustees and Library Director.

## **SECTION 5: TERM OF CONTRACT**

- 5.1 The contract period shall commence upon award and continue until completion of work required under this contract.
- 5.2 The selected vendor shall execute a contract with the Rose Memorial Library Association in substantial conformance with this RFQ.

## **SECTION 6: QUOTE EVALUATION**

- 6.1 Quote submission will remain valid until the execution of a contract by the Rose Memorial Library, unless otherwise rejected consistent with this RFQ.
- 6.2 Quote submission received will be evaluated by the Rose Memorial Library Board of Trustees and Library Director based upon the following:

<b>CRITERIA</b>	<b>WEIGHT</b>
Professional Qualifications and Prior Experience in Similar Projects	50%
Proposed Costs	30%
Ability to meet deadlines	20%