

Perth County Information Network

Request for Proposal Strategic Planning Opportunities

Who we are and what we do:

The Perth County Information Network (PCIN) is a computerized library network that enables the residents of Perth County to have access to the resources of all of the participating libraries. In 1997, the Chief Executive Officers of Perth County's libraries began discussing ways of sharing services in order to achieve economies of scale, especially in the area of book purchasing. Within two years these discussions had expanded and reached fruition, and the founding members of PCIN signed contracts to proceed with the implementation of a system that would create a "virtual" library network in Perth County, provide a common library automation system for all of the participating libraries and allow patrons of each of the libraries access to the Internet. For more information about us, please visit our website: www.pcin.on.ca.

Project Goals and Objectives:

The PCIN needs to develop a strategic plan to ensure sustainable future growth. The PCIN partnership has been very successful since its implementation 10 years ago and the members feel it is time to consider the possibility of expanding the services of the organization and possibly the addition of new membership. This project needs to analyze the current community of Perth County (including Stratford and St Marys) and identify opportunities that the PCIN organization can take advantage of to grow our organization and provide additional benefit and economies of scale for its members.

The successful candidate will provide a report that considers the following:

- An assessment of possible partnerships that will allow the libraries to utilize any unused capacity in their organizations and to increase the number of partners sharing the fixed costs of the PCIN group (eg IT staff costs, computer hardware). This would include considering whether PCIN might expand to include more non-library organizations.
- A suggested cost-sharing formula or framework that will ensure that the PCIN members are paying an appropriate amount for the shared services such as IT staff and computer hardware. It is also imperative that any suggested cost-sharing framework make the PCIN attractive to potential partners.
- A prioritized list of new products or services that the libraries can consider implementing in order to better meet the needs of the communities they serve.

Timeline:

June 10, 2011 – RFP released

July 15, 2011 – successful proponent selected by PCIN Management Committee

July 29, 2011 – work plan approved; project start date

August 31, 2011 – progress report with PCIN Management Committee

September 26, 2011 – progress report with PCIN Management Committee

November 7, 2011 – progress report with PCIN Management Committee

December 31, 2011 – final report due

January 2012 – presentation of report to PCIN Board of Directors

Budget:

Funding for the project is provided by a \$12,000 grant from the Ontario Trillium Foundation. The proposed budget must include research, writing, travel costs HST, and any other costs associated with preparing the final report.

Assessment Criteria:

The successful applicant will demonstrate familiarity with interviewing and investigative research, general knowledge of computer systems, a knowledge of the Perth County community. An understanding of the Public Library environment would be an asset as would experience with partnerships/consortia and the non-profit sector. The ability to write a concise business plan with appropriate financial backup is important.

The successful applicant will be required to provide proof of Liability Insurance (minimum \$2 million). Errors and Omissions Insurance is also desirable but not required.

Application Procedure:

Please submit your CV, a preliminary work plan, and the names of three references who can speak to your ability to complete this project to:

Perth County Information Network
Attention: Sam Coghlan
19 St Andrew Street, Stratford Ontario
N5A 1A2
or email to: scoghlan@pcin.on.ca

by 12:00 noon on Thursday, June 30, 2011.

Contact:

Direct your inquiries to:

Patti Henhoeffter
PCIN Management Committee Chair
519-595-8395 phenhoeffter@pcin.on.ca

Or

Sam Coghlan
Director, Stratford Public Library
519-271-0220 scoghlan@pcin.on.ca