

Lake Forest Library, Lake Forest, Illinois
Addendum One to RFP and Acknowledgment

Addendum No. 1 to the Request for Proposals for Capital Campaign Consultant Services

This Addendum No. 1 to the Request for Proposals for Capital Campaign Consultant Services is issued by the Lake Forest Library, Lake Forest, IL (the "Library") through its website at www.lakeforestlibrary.org/requests. Respondents shall acknowledge receipt of this addendum by signing and submitting this addendum acknowledgement form. Failure to acknowledge receipt of the addendum may be cause for rejection of the RFP submission. When submitting responses to the RFP, this Addendum Acknowledgment Form must be included in the submission.

The Addendum Acknowledge Form page will not be considered part of the 20 single-spaced page limit for Submissions (see page 10 of the RFP). This Addendum No. 1 consists of three (3) pages and has the following information to be incorporated into the RFP submittal.

Question: Is Library membership open to individuals who are not residents of Lake Forest?

Answer: The primary group of library cardholders consists of Lake Forest residents, both homeowners and renters. In addition, library cards are issued to owners and renters of Lake Forest business properties. Although non-residents may purchase library cards, the Library currently has no non-resident card owners.

The Library is a member of CCS (www.ccslib.org), a 25-member library consortium. Library cardholders of the consortium member libraries have access to the resources and services of Lake Forest Library. In addition, Illinois law allows a cardholder of any Illinois library to register and use any Illinois public library.

Question: Does the Library have a history of campaigns? If yes, when was the most recent one conducted? And, what was the timing and dollar goal, as well as the amount raised?

Answer: The Library does not have a history of campaigns. In the most recent past, \$210,000 was raised to restore the Library's windows. The funds were raised primarily by word of mouth without a formal campaign. The Friends of Lake Forest Library are the primary grant funder. The Friends conduct four book sales a year. In the most recent years, the Friends granted the Library \$62,000 in FY2019; and \$89,600 in FY2018.

Question: Have you historically received funding from any major Chicago Foundations or corporations?

Answer: No

Question: How do you currently identify and solicit donor prospects? Do you let them self-identify as they make a donation or inquiry?

Answer: We do not currently identify or solicit donor prospects.

Question: Could you share the cumulative fundraising totals for the last several years?

Answer: The Library has not engaged in fundraising other than as noted above.

Question: How involved is the Board in the fundraising efforts? Will they play a role in the upcoming campaign?

Answer: The Library Board has nine volunteer members. Neither fundraising nor personal contributions are a pre-requisite for board membership. Capital campaigns and fundraising for the Library are new arena for the current Board. It is anticipated that the retained firm will work with the Library to develop a role for the Board.

Question: We understand that you are not ready to share the estimated costs for the capital project, but could you share any preliminary thoughts on the philanthropic dollar goal and the timeframe for a campaign?

Answer: The architectural firm of HGA provided the Board with a wide range of options. Until the Board understands the potential for philanthropic support in the Lake Forest and greater Chicago community it would be premature to publicly discuss any dollar goals. Similarly, given that this is the Library's first attempt at fundraising we are unable to discuss a timeframe other than the potential timeframe presented on page 9 of the RFP.

Question: Do you have any staff dedicated to the fundraising efforts currently? If so, how many and what are their roles?

Answer: The Library does not have any dedicated development or fundraising personnel.

Question: We understand you would like the chosen firm to assist with case development. We work with clients in one of two ways at this stage to ready a preliminary case statement. We can either review and refine one that you draft, or we can draft on your behalf for your review. Do you have a preference at this stage of what we should include in the proposal?

Answer: The Library does not have the capacity to prepare a case statement. Our preference would be to have the selected firm prepare the case statement.

Question: What database do you use? How many donor records do you have in the database? How many have email addresses?

Answer: We do not have a donor database.

Question: Have you ever conducted a comprehensive wealth screening on the donor database? If so, when was the most recent screening?

Answer: No.

Question: Do you have any preliminary thoughts on the number of prospect interviews that you would like the chosen consultant to undertake, or are you looking for the selected firm to make a recommendation based on their experience?

Answer: The Library does not have any preliminary thoughts on the number of prospective interviews and is looking to the selected firm for a recommendation.

Question: Do you have a budget in mind for this engagement? If so, could you please share so we can tailor our approach to Library?

Answer: The Library does not have a preliminary budget.

Question: What is most important to the Library as they seek to identify an ideal partner for this critical project?

Answer: It is important that selected firm understand the Library's role and purpose in the Lake Forest community and from that understanding draft a compelling story and create a fundraising campaign that will enable the Library to reach its fundraising goals.

Question: May companies from outside the USA submit a RFP proposal?

Answer: We welcome submissions from all firms that have the requisite skills and interest in making our project successful.

Question: Will the selected firm need to come to Lake Forest, Illinois for meetings?

Answer: Yes. This is an assessment of the philanthropic community within our service area. We anticipate that there will be many in-person meetings and interviews.

Question: Can we perform the tasks (related to RFP) outside the USA?

Answer: The Library is unable to answer this question, as we do not know what your processes or procedures are.

Question: Can we submit the proposals via email?

Answer: Page 4 of the RFP states the requirements for submissions. Electronic submission is not an option.

The full RFP is at www.lakeforestlibrary.org/requests. I hereby acknowledge receipt of this Addendum 1 to the above-referenced Request for Proposals.

Firm Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ Email: _____

Signature: _____ Date: _____