

RFQ Strategic Planning 2026

Rangeview Library District d.b.a. Anythink Libraries ("Anythink") invites sealed proposals to develop a new strategic plan.

Proposals will be accepted until:

5 pm (MDT)

Friday, October 16, 2026

At Anythink's discretion, the top-scoring firms may be invited to participate in a virtual meeting with Anythink's Administrative Leadership Team in early November.

Awards will be made to selected Firm(s) on or before November 15, 2026.

Responses containing three (3) hard copies or one (1) data file (in PDF format) may be delivered in person, addressed to Mark Fink, and left at 5877 E. 120th Avenue, Thornton, CO 80602, or mailed to:

Anythink Libraries
RFQ Selection Committee
Attn: Mark Fink
5877 E. 120th Avenue
Thornton, CO 80602

Anythink Libraries will accept e-mailed bids. Anythink Libraries will not accept fax bids.

Firms submitting via e-mail shall send one (1) PDF file containing the complete proposal to mfink@anythinklibraries.org with the subject line "Anythink Strategic Planning RFQ - [Firm Name]" no later than the submission deadline listed above. Anythink is not responsible for e-mailed submissions that are delayed, blocked, or not received due to file size or firewall restrictions; firms are encouraged to request confirmation of receipt. Anythink will not accept late submissions or make exceptions to the deadline.

General questions should be directed to Mark Fink, Executive Director, at:

Anythink Libraries
5877 E. 120th Avenue
Thornton, CO 80602
Tel.: 303-405-3299
E-Mail: mfink@anythinklibraries.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing and mailed, or e-mailed to the address listed above. Such questions must be received by no later than Friday, October 2, 2026, by 5 pm.

Written answers to all timely submitted questions will be posted to the Anythink website by Monday, October 5, 2026, by 5 pm. Proposals must remain valid and open for acceptance for a minimum of ninety (90) days following the submission deadline. Proposals should not exceed 25 pages, excluding resumes, and must be signed by an individual authorized to contractually bind the firm.

Anythink Mission and Values

Mission Statement:

We Open Doors for Curious Minds

Values:

We are guided by these shared values in everything we do:

- Compassion for our customers and for each other
- Passion for our product
- Eagerness to learn
- Everyone is creative
- Optimistic attitude -- we believe that anything is possible

DEI Mission Statement:

Through our DEI work, Anythink recognizes that bringing awareness and education about our diverse histories and backgrounds can foster understanding, promote inclusion and strengthen our communities.

To fulfill our mission and ensure that all Adams County residents and visitors are welcomed and supported by Anythink, we provide comfortable spaces, accessible resources, and opportunities for personal growth. We empower our staff and customers to create meaningful connections through shared experiences, diverse and culturally relevant programming, and inclusive communities.

Anythink is committed to:

- Representing the diversity of Adams County, internally and externally by centering and elevating the voices and experiences of the historically underserved and underrepresented.
- Operationalizing equitable policies and practices that advance our mission.
- Creating a feeling of inclusion and belonging for all staff and customers.

Community Profile

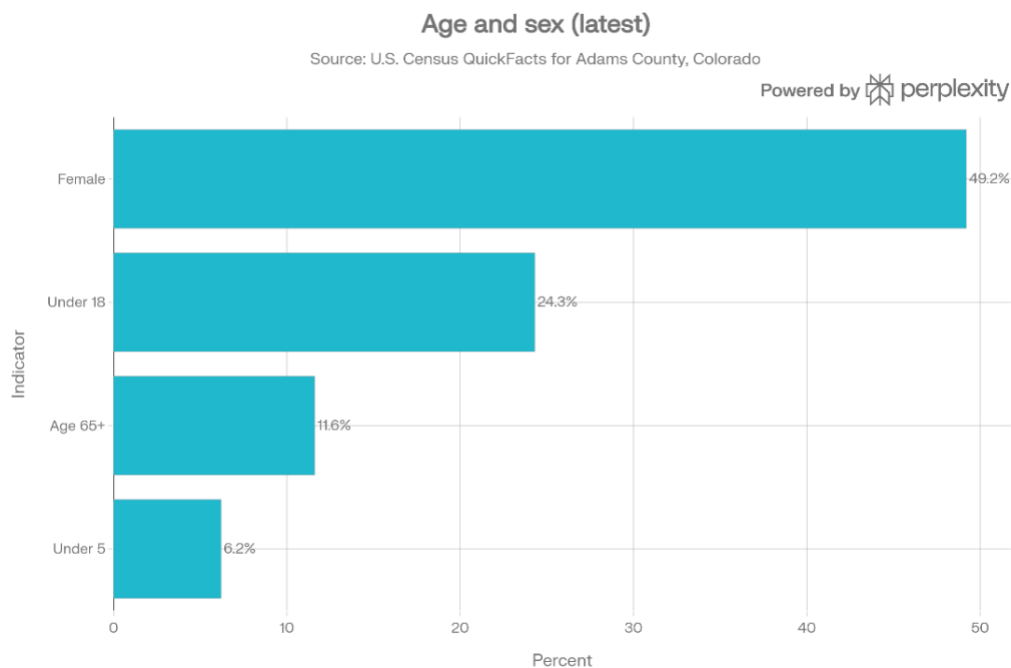
The Rangeview Library District, d.b.a. Anythink Libraries (“Anythink”) is the public library system serving the residents of Adams County, Colorado, through its eight locations in the communities of Bennett, Brighton, Commerce City, Thornton and the Perl Mack neighborhood of Denver, and two express libraries in the Reunion community of Commerce City and the City of Northglenn. For community members outside of these areas, Anythink offers extensive outreach services to meet residents where they live.

Since voters approved the creation of a special library district in Adams County in 2006, Anythink has expanded library service for residents and redefined what it means to be a public library. What has emerged is a place of unlimited imagination, where play inspires creativity and lifelong learning. Anythink offers the community a space where anything and everything is possible.

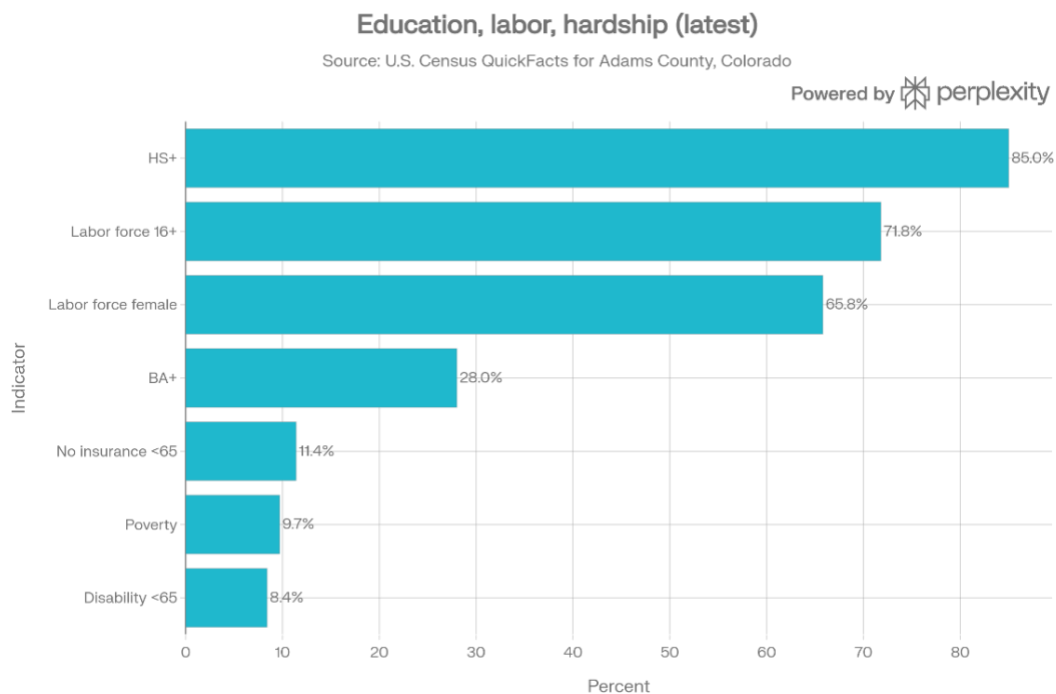
Anythink operates as its own entity overseen by a five-member Library Board of Trustees appointed by the Adams County Commissioners. With a focus on meeting community needs, and providing welcoming spaces, experiences and programs, Anythink’s award-winning approach to library service is recognized by industry leaders and organizations across the globe.

Demographics of Anythink Service Area

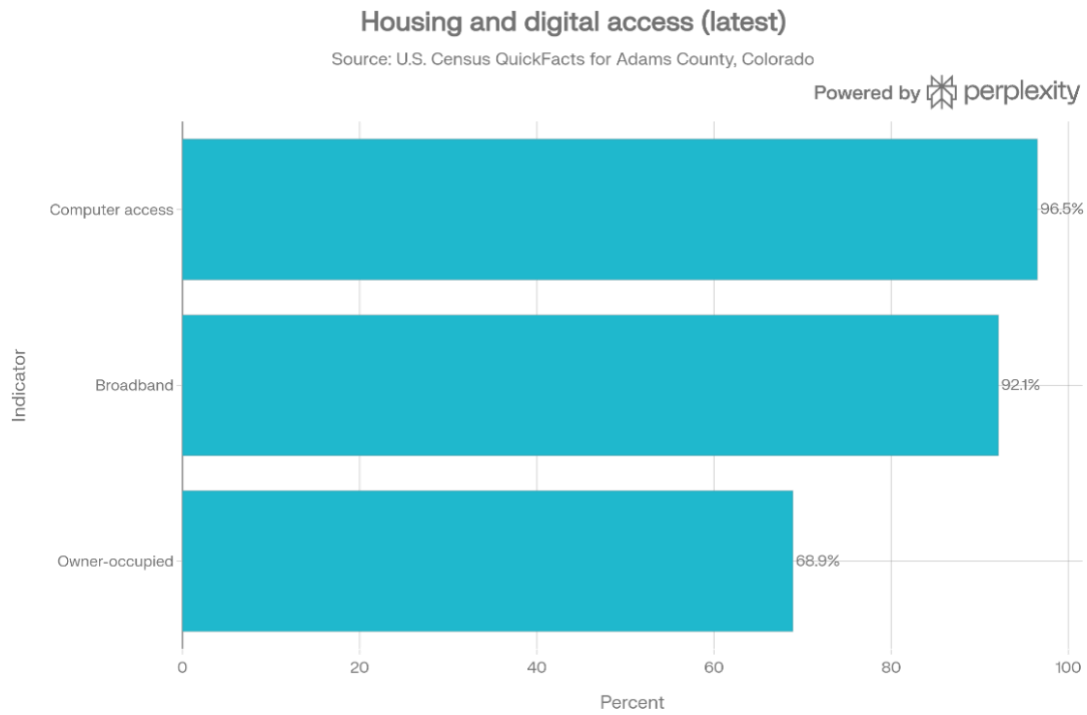
Anythink serves more than 420,000 residents in Adams County, Colorado (including most of Adams County minus the City of Westminster). Key demographics for Adams County are as follows:



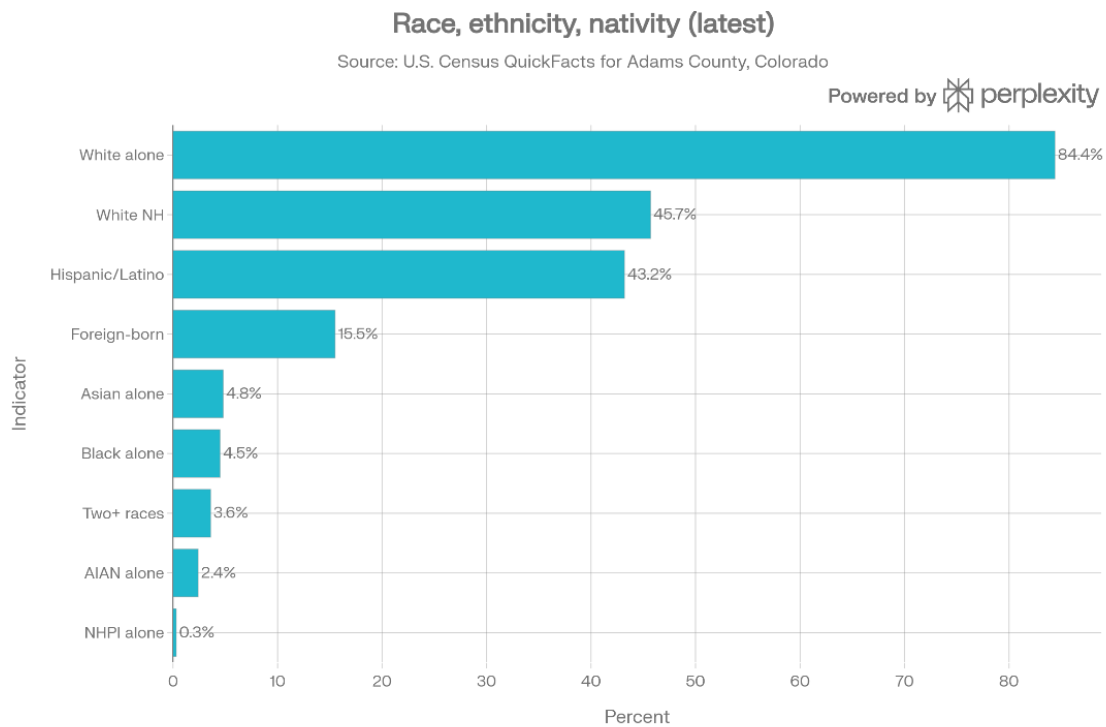
2024 Age and Sex Chart



2024 Education and Economy Chart



2024 Housing and Digital Access Chart



2024 Race, Ethnicity and Nativity Chart

Demographic Trends in Adams County

Adams County has grown steadily over the past decade, with rising population, a growing Hispanic share, and modest gains in education and income relative to poverty.

Population growth

- Population increased from 441,603 in 2010 to 519,572 in the 2020 Census, and to about 542,973 by July 1, 2024.

Age and household structure

- The under-18 share has stayed in the mid-20% range, 24.3% in recent ACS data, displaying a relatively young population.
- The 65+ share has edged up into the low double digits (11.6%), indicating gradual aging but still a lower-elderly profile than many U.S. counties.
- Average household size has held around 2.8 persons, consistent with family households and multigenerational living, especially in immigrant communities.

Race, ethnicity, and immigration

- Adams County's Hispanic or Latine population has continued to grow as a share of the total, reaching about 43.2% in recent data.
- The non-Hispanic White share has decreased over time to around 45-46%, reflecting increasing racial/ethnic diversification.
- Foreign-born residents are now about 15.5% of the population, up modestly from earlier decade values and higher than the U.S. average, reinforcing the county's immigrant-gateway role.

Housing and the built environment

- Housing units increased in parallel with population, reaching about 203,852 units by 2024, with population density rising from 378.2 people per square mile in 2010 to 445.3 in 2020.
- Owner-occupancy has stayed relatively high at roughly 69%, though median home values have climbed to about \$458,400 and median gross rent to \$1,713 in 2019-2023 American Community Survey estimates.

Education, income, and poverty

- High school completion (25+) is 85% and bachelor's degree attainment around 28% in 2019-2023 data, up slightly compared with earlier in the decade but still below more highly educated Front Range counties.

- Median household income reached \$91,387 (in 2023 dollars) while per-capita income is about \$40,167, both increasing over the decade in real terms.
- Poverty has drifted down into the high-single digits, now about 9.7%, which is an improvement over early-2010s levels but still leaves a sizable population in economic insecurity.

Minority Majority County

Adams County is one of two minority majority counties in Colorado. Adams County has grown steadily over the past decade, with a growing Hispanic/Latine population, and modest gains in education and income relative to poverty.

- **Growth and urbanization:** Sustained population and housing growth, increasing density, and continued suburban/urban development along the northern Denver metro fringe.
- **Diversification:** Rising Hispanic and foreign-born shares and a shrinking non-Hispanic White majority, making Adams County one of Colorado's most diverse large counties.
- **Upward but uneven mobility:** Incomes and education levels rising, but with persistent poverty and affordability strains in housing and rent.

Scope of Work

The proposed work is to hire a respected and experienced firm to:

- 1) Develop and facilitate various forms of engagement to identify community perspectives, needs, concerns, and interests that include:
 - a) Interviews and/or focus groups with **external stakeholders**
 - b) Interviews and/or focus groups with **internal stakeholders, including Board of Trustees, administration, management, and staff**
 - c) An Anythink **customer survey**, offered in both English and Spanish
 - d) A **non-customer survey**, offered in both English and Spanish
 - e) Engagement with **residents in, and organizations serving, our Latine communities**
 - f) **Design-thinking activities**
 - g) **Engagement with other underrepresented populations**, including youth, older adults, and people with disabilities.
- 2) Conduct an environmental scan of comparable regional cultural institutions with regional impacts and audiences (inside Colorado and in other metro areas in the United States) to help contextualize community findings and inform recommendations.
- 3) Analyze existing operational and performance data (e.g., circulation, program attendance, gate counts, and card registration figures) to complement community engagement findings.
- 4) Provide a Net Promoter Score (NPS) for Anythink.
- 5) Ensure every component of this engagement includes access for Spanish speakers.
- 6) Embed principles of diversity, equity, inclusion, and belonging, and cultural competence in all phases of the strategic plan development.
- 7) Present progress reports for the Administrative Team, the Board of Trustees, and other key internal stakeholders on the first stages of the project, assessment, and preliminary recommendations.
- 8) Using findings, facilitate a working process to:
 - a) Identify essential library service priorities, goals and objectives for the next five years, with a focus on experience-based informal learning opportunities and removing barriers to library services, resources and programs.

- b) Prepare a Service Priorities Plan that includes:
 - i) An executive summary
 - ii) A “why” statement to support Anythink’s new strategic priorities.
 - iii) Strategic priorities that are both aspirational and inspirational.
 - iv) Areas of focus for strategic priorities that are outcomes-driven.
 - v) Multi-year metrics and benchmarks to assess progress on the plan goals.
 - vi) A self-assessment methodology, including appropriate tools, for ongoing strategic planning and evaluation of progress toward goals, including training designated staff to administer it.
 - vii) An implementation roadmap identifying priority actions, responsible parties, estimated resources, and a timeline for at least the first year following adoption.
 - viii) A mechanism for gathering continued community input during implementation of the plan.

c) Present findings to Anythink staff and to the Board of Trustees.

9) Communications

- a) Work with the Administration and Brand Strategy Teams to develop a plan for internal and external communications.
- b) Develop a public-facing summary of the adopted Service Priorities Plan for distribution to community members and stakeholders who participated in engagement.

- 10) Complete all work, including presentation of the final Service Priorities Plan to the Board of Trustees for consideration and adoption, within twelve (12) months of contract execution, following a mutually agreed project timeline.
- 11) Deliver all final work product – including the Service Priorities Plan, survey instruments, and underlying de-identified data – in editable, Anythink-owned formats. Anythink shall own all rights to the final deliverables and underlying community engagement data upon final payment.
- 12) Ensure all surveys, engagement materials, and public-facing communications meet ADA/accessibility standards, and safeguard any personally identifiable information collected through interviews, surveys, or focus groups in accordance with

applicable privacy requirements and laws, sharing it no further than necessary to complete the engagement.

Deliverables

Proposal Content Requirements

Anythink will accept proposals that include:

- 1) A cover letter providing a brief description of the firm.
- 2) A list of key personnel who would be involved in the process and their expertise/experience.
- 3) A summary of the firm's qualifications and relevant experience.
- 4) The successful firm and any subcontractors will have demonstrated expertise in retail, museum, or library operations, services, trends, and functions, as well as strategic planning experience.
- 5) An explanation of how the firm integrates diversity, equity, inclusion, and belonging (DEIB) principles into strategic planning, organizational assessment, facilitation, and community engagement processes.
- 6) A work plan that includes a description of the methodology, tasks, timeline, and estimated total time to be spent on the project.
- 7) A schedule of costs that includes consulting, supplies, number of on-site visits and cost per trip, and other costs associated with the planning process. Costs for data gathering and analysis (community research component) must be listed separately.
- 8) References and contact information for three retail, library, nonprofit or cultural institutions for which the firm or individual has provided strategic planning services in the last three years.
- 9) Anythink anticipates a total project budget between \$100,000- \$150,000 for this engagement, inclusive of all consulting fees, travel, and community engagement/data-collection costs. Firms should scale their proposed methodology and staffing to this range while noting any elements that would require additional investment.
- 10) A disclosure of any pending litigation, bankruptcy filings, or federal/state suspension or debarment involving the firm within the last five years, and confirmation that the firm is in good standing with the Colorado Secretary of State (or equivalent for out-of-state firms).

Evaluation Criteria

Anythink will use the following scoring criteria to ascertain the merits of each proposal. Each category is assigned a maximum point value. There are 400 points maximum.

1) Qualifications and Professional Competence (0-100 points):

- a) Describe the technical capabilities of the firm as relevant to the project.
- b) Provide resumes of firm's key personnel working on the project, illustrating the breadth and depth of staff credentials indicating training and professional credentials.
- c) Explain how the firm will manage the project.
- d) Clarify how the firm works with and communicates with the client and how they will ensure they are meeting their client's needs.
- e) Demonstrate the firm's knowledge of and experience with DEIB frameworks, cultural competence, and inclusive facilitation.

2) Project Cost (0-50 points):

NOTE: Cost for this project is a selection factor, but not a determining factor. The final cost will be negotiated after a firm has been selected, and a budget will be created accordingly.

- a) Provide an itemized list of costs for the project.
- b) Include a full explanation of all costs associated with this project.
- c) Submit a proposed fee schedule that includes hourly rates for each staff member assigned to the project, by title.
- d) Provide a schedule of standard costs for any reimbursable expenses typically incurred in the course of business. No hidden fees/costs will be honored. Anythink is exempt from Colorado state sales and use taxes. Accordingly, taxes from which Anythink is exempt may not be included in any proposals or invoices submitted to the District.

3) Experience and References/Similar Contracts (0-50 points):

- a) Provide references for three retail, library, nonprofit or cultural institution strategic plans developed and completed within the past three years, including a current point of contact for each project for reference check.
- b) Include a listing of any/all contracts that have been terminated or not renewed for the last five years and a brief explanation of the reason for such termination or nonrenewal.

4) Quality of Response (0-100 points):

- a) Provide a statement of understanding of the scope of work and deliverables; and ability to perform and meet the specification.
- b) Provide specificity and feasibility in methodology and timeline for carrying out tasks in the scope of work.
- c) Identify in-house resources versus contracted resources.
- d) Provide a timeline for all phases of the scope of work through project completion.

5) Commitment to Diversity, Equity, Inclusion and Belonging (0-50 points):

- a) Articulate firm's philosophy and demonstrated practice of DEIB work.
- b) Provide evidence of successful DEIB-oriented strategic planning or organizational development engagements.

6) Demonstrated alignment with Anythink's Mission, Values and Service Philosophy (0-50 points)

- a) Acknowledge firm's awareness of Anythink's Mission, Values and Service Philosophy
- b) Acknowledge firm's alignment with Anythink's Mission, Values and Service Philosophy

7) Selection Process

- a) Anythink may, at its discretion, invite the highest-scoring firm(s) to an interview or finalist presentation before making a final award decision.
- b) Any firm wishing to protest the award decision must submit a written protest to the Executive Director within five (5) business days of notification of award, stating the specific grounds for the protest.

General Terms and Conditions

- 1) Insurance: The successful firm shall carry, at minimum, Commercial General Liability insurance (\$1,000,000 per occurrence / \$2,000,000 aggregate), Professional Liability (Errors & Omissions) insurance (\$1,000,000 per claim), Workers' Compensation as required by Colorado law, and Automobile Liability insurance, and shall name Anythink Libraries as an additional insured where applicable.
- 2) Indemnification: The successful firm shall indemnify, defend and hold harmless Anythink, its Board of Trustees, officers, employees and agents from any claims, damages, or liabilities arising from the firm's performance under the resulting contract.
- 3) Right to Reject: Anythink reserves the right to reject any or all proposals, to waive minor informalities or irregularities in any proposal, and to negotiate final scope, terms and cost with the selected firm. Submission of a proposal does not obligate Anythink to award a contract.
- 4) Non-Collusion: By submitting a proposal, the firm certifies that the proposal is submitted without collusion with any other firm or person submitting a proposal for the same work.
- 5) Conflict of Interest: Firms must disclose any existing or potential conflict of interest with Anythink, its Board of Trustees, or staff.
- 6) Business Registration: The successful firm must be in good standing with the Colorado Secretary of State (or provide equivalent documentation for out-of-state firms) and must submit a completed IRS Form W-9 prior to contract execution.
- 7) Public Records: Proposals submitted become subject to the Colorado Open Records Act (C.R.S. § 24-72-200.1 et seq.) after contract award. Firms wishing to protect proprietary or trade-secret information must clearly and separately mark those

pages “Confidential - Trade Secret” and explain the basis for that designation; Anythink cannot guarantee non-disclosure of information not properly marked.

- 8) **Contract:** The firm selected for award will be required to execute Anythink’s standard professional services agreement. A copy is available upon request; firms should note in their proposal any requested exceptions to standard terms.
- 9) **Governing Law:** Any resulting contract shall be governed by the laws of the State of Colorado, with venue in Adams County, Colorado.
- 10) **Contract Term and Renewal:** The initial contract term will run through completion and Board adoption of the Service Priorities Plan. At Anythink’s sole discretion, the successful firm may be engaged for a subsequent term to support post-adoption implementation planning, under mutually agreed scope and fees.
- 11) **Termination:** Anythink may terminate any resulting contract for cause upon the firm’s uncured material breach, or for convenience upon thirty (30) days’ written notice, with payment due only for work satisfactorily performed through the termination date.
- 12) **Non-Appropriation:** Anythink’s obligations under any resulting contract are subject to annual budget appropriation by the Board of Trustees. Anythink may terminate the contract without penalty if funds are not appropriated for any fiscal year.
- 13) **Independent Contractor:** The successful firm and its personnel are independent contractors, not employees or agents of Anythink, and are solely responsible for their own taxes, benefits, and insurance.
- 14) **Payment Terms:** Anythink will pay properly submitted invoices net thirty (30) days of receipt and acceptance of the associated deliverable. Anythink may withhold ten percent (10%) of total fees, payable upon final acceptance of the completed Service Priorities Plan.
- 15) **Confidentiality of Library Records:** The firm must comply with Colorado’s library patron privacy law (C.R.S. § 24-90-119) and Anythink policy regarding any patron-identifying or circulation data encountered during this engagement and shall use de-identified or aggregated data wherever feasible for reporting.
- 16) **Key Personnel:** The individuals identified as key personnel in the firm’s proposal must remain assigned to the project for its duration. Any substitution requires

advance written notice to, and approval by, Anythink.

- 17) **Dispute Resolution:** Before initiating litigation, the parties shall attempt in good faith to resolve any dispute arising under the contract through direct negotiation between authorized representatives.
- 18) **Records Retention:** The firm must retain all records related to this engagement for a minimum of three (3) years following final payment and make them available for inspection or audit by Anythink or applicable government auditors upon request.
- 19) **Non-Discrimination:** The firm certifies that it does not discriminate in its own employment practices on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by applicable law.
- 20) **Governmental Immunity:** Any resulting contract shall provide that nothing contained in the contract shall be construed to waive, limit, or otherwise modify any governmental immunity available by law to Anythink or its representatives, including the Colorado Governmental Immunity Act (C.R.S. § 24-10-101, et seq.).
- 21) **Personal Identifying Information:** In compliance with § 24-73-102, C.R.S., the selected firm must implement and maintain reasonable security procedures and practices that are: (i) appropriate to the nature of the Personal Identifying Information disclosed to the firm; and (ii) reasonably designed to help protect the Personal Identifying Information from unauthorized access, use, modification, disclosure, or destruction.
- 22) **Technology Accessibility.** The selected firm must deliver all work product in a digital format and fully comply with all applicable provisions of C.R.S. § 24 85 101, and the Accessibility Standards for Individuals with a Disability, as established by the State of Colorado Governor's Office of Information Technology (OIT) pursuant to C.R.S. § 24 85 103 (2.5), including all updates and amendments to those standards as provided by the OIT.