

ADDENDUM #1
January 15, 2025

This Addendum #1 is issued to the Kansas City Public Library's Request for Proposal for a Comprehensive Strategic Plan to make the following changes, additions, deletions, and/or clarifications:

Questions/Responses:

The following information is a response to questions asked by a firm on January 14, 2025. If you feel that a question has been asked that is not represented/addressed below, please contact Jessica Addo as soon as possible at purchasing@kclibrary.org to address the question. The responses to the questions are indicated in **BOLD**:

1. We see That your planning timeline is April – October 2025. Do you have any hard dates on your calendar during that time that we should be aware of? We're thinking of already scheduled Library Board retreats or Staff Inservice Days, perhaps.

We have some known staff calendared events across the coming year.

- **All Staff Enrichment Day – February 28, 2025**
 - **April 6-12, 2025 – National Library Week – we may have some staff events that week, but nothing is currently scheduled or on the calendar**
 - **American Library Association Conference – June 26-June 30, 2025**
 - **All Staff Enrichment Day – TBD (likely a Friday in September)**
2. You mention wanting beginning, mid, and final presentations as part of the process. Our planning method includes a Planning Team kick-off meeting, board and staff retreats mid-way through, and a Board presentation of the near-final plan at the end. Would these suffice as those beginning, mid, and end presentations? Or do you have something else in mind?

This planning method would be sufficient from a presentation perspective. We will be looking for bi-weekly regular updates on milestones completed and status updates as we move through the process.

3. To help us scale our proposal to fit your budget, can you please share the budget range that you have in mind for the planning process?

We do not have a budget.