

REQUEST FOR PROPOSALS WORKPLACE ASSESSMENT

Dolores Library Board is searching for a consultant to observe the library's operation from the perspective of staff and the public, prepare a report with the assessment, and a proposal to provide training/coaching if needed.

The Dolores Library District was established in 1986 by an Intergovernmental Agreement with the Town of Dolores and the Dolores School District. Our District boundary is the same as the School District boundary. We have a staff of an Executive Director and 4 staff, offering a wide variety of very successful programs that serve the community from babies to senior citizens.

The Board revised the Strategic Plan in July 2025 for the next three years. As part of the plan, we conducted a survey, asking for feedback from the community, and used the results to draft a plan. The Strategic Plan is available on our web site. The complete survey responses will be made available to the consultant selected for this project.

PROPOSAL REQUIREMENTS

- What kind of information would you need before beginning?
- State your method of collecting information, preparing a summary of the information, and an assessment of the findings.
- How would you present the results to the Board?
- How would you present a planned method to address any concerns brought up?
- What kind of follow-up/training/coaching would you provide to the board and staff?
- What will be a timeline from start to end?
- What is the cost of preparing and presenting the workplace assessment? What is the hourly rate that you will charge for any follow-up training and coaching?

QUALIFICATIONS

Company Information - Name, address, contact person, phone number and email

References: At least three (3) relevant project references of similar size, and description of outcome

DUE DATE

Proposals must be received at the address below no later than 5:00 p.m. Mountain Standard Time on Wednesday, February 18, 2026 .

Dolores Public Library

Attn: Board President

P.O. Box 847

Dolores, CO 81323

RE: Workplace Assessment Proposal

EVALUATION PROCESS

Copies of the proposals will be provided to the Board on or before February 21, 2026. The Board will call a special meeting on Tuesday, February 24, 2026, to review and select the top (3) three candidates. Individual interviews will be conducted the week of March 2, 2026. The Board will make the final decision at the regular meeting on March 10, 2026.