REQUEST FOR PROPOSAL

The Tuscaloosa Public Library Foundation (TPLF) requests proposals for a strategic fundraising plan to support the Tuscaloosa Public Library's commitment to providing lifelong learning, exceptional service, and innovative programming for Tuscaloosa County and its surrounding communities.

While the Tuscaloosa Public Library is primarily funded by City of Tuscaloosa, the City of Northport and Tuscaloosa County, TPLF provides additional financial support to address library needs and services. TPLF's mission has become increasingly important as cities and counties impose budget cuts.

In response, TPLF is seeking to significantly increase its financial support for the Tuscaloosa Public Library through work with a proven leader in fundraising.

The successful applicant will develop and implement a three-year strategic fundraising plan that works in concert with the Tuscaloosa Public Library Foundation's Board of Directors and Tuscaloosa Public Library's Executive Director.

Organization Qualifications

- Documented experience with individual and corporate donors
- Demonstrated track record with non-profit fundraising, foundations, or community-based programs
- Proof of capacity to continuously support fundraising goals and track implementation plan
- Disclosure of potential conflicts of interest

Application Requirements

Presentation of two examples of successful comparable projects (creative work as applicable and references as available), as well as the following:

- Analysis of potential donor landscape
- Proposed approach and strategy (including scope of services available, deliverables, cost of services, and budget)
- Proposed measurement tactics and reporting structures
- Project timeline and availability
- Willingness to adhere to TPLF Confidentiality Agreement (see page 2)

Submission Guidelines

- Deadline for application: Dec. 1
- Preferred Submission Format: Electronic
- Anticipated Interview Date(s): early to mid-December

Applications and questions should be directed to Jennifer Pearson, Executive Director, Tuscaloosa Public Library at (205) 345-5820 or jgladden@tuscaloosa-library.com.

Confidentiality Agreement

The selected consultant will agree to confidentiality requirements laid out by the Tuscaloosa Public Library Foundation concerning confidential information of TPLF that includes but is not limited to donor names, contact information, giving history, wealth screening results, prospect research, financial records and internal strategy documents.

Additionally, the selected consultant will agree to the following:

- Use confidential information solely to perform services for TPLF and for no other purpose, including the consultant's work for other clients.
- Not disclose confidential information to any third party without TPLF's prior written consent, except to the consultant's employees or subcontractors who need it to perform the services and who are bound by equivalent confidentiality obligations.
- Store confidential information securely and comply with applicable data privacy laws and the Donor Bill of Rights.
- Return or destroy all confidential information, including copies, within thirty (30) days of the end of the engagement, and certify in writing that it has done so.
- These obligations survive the termination or expiration of any agreement between TPLF and the consultant.
- Proposals submitted in response to this RFP will be reviewed only by TPLF's Board of Directors, its selection committee, and library leadership involved in the evaluation. TPLF will not share proposal contents outside that group, but respondents should clearly mark any proprietary information they want handled with additional care.