

**Master Plan Consultant Discussion
Poudre River Public Library District - Old Town Library
October 18, 2017
2pm**

Outcomes

- Set principles and agreed upon priorities for RFP process for Master Plan consultant
- Develop rubric for evaluation of candidates
- Identify task force to draft RFP and set timeline

Preparation

- Distribute agenda and any organizational documents and sample RFPs (D)
- Get refreshments (D/Cynthia)
- Get gifts for celebration (J)
- Flip charts, markers, post its (D)
- Prepare flip chart with outcomes, agenda, etc. (J)

Facilitators' Agenda

		Facilitator Notes
2:00 – 2:15	Welcome	David will welcome everyone. Introduce S&J
	Introduction to meeting <ul style="list-style-type: none"> □ Purpose & Outcomes □ Agenda □ Meeting Norms □ Successes 	J will ask for introductions. Then review outcomes, agenda, cover meeting norms, including parking lot.
2:15 – 2:45	Review data and what we already know we need in the RFP	Business Librarian Anne MacDonald will review state demographer data and maps indicating areas of growth within the County.
2:45 – 3:00	Individual review/reflection on sample RFPs	To be provided by David. Identify what they want to know/learn through the RFP process.
3:00 – 3:20	Small groups meet to identify priorities	Write post its to list priorities/aspects; then as a group, narrow and de-duplicate
	break as needed	
3:30 – 4:00	Groups report out	S/J list on flip chart; identify overlapping areas and themes
4:00 - 4:30	Develop rubric for evaluating candidates	Group facilitation - List what we need to know about: (a) the firm; (b) the work; and (c) results/deliverables. (if lack of input, break into small groups and do group report out).
4:30 – 4:40	Identify task force and Chair	All
4:40 – 5:00	Wrap-Up Plus/Delta Next Steps	What worked, what could have been improved? S/J discuss next steps, including any other language the consultant contract should include. Thank everyone for participating