

**West Haven Public Library**

**RFP for fundraising coordinator for Capital Campaign for Allingtown Library.**

**Fundraising and capital campaign services for Allingtown Library Branch.**

One (1) Price Proposal and fundraising plan for fundraising Services for the West Haven Library will be received at West Haven Public Library (300 Elm St.) c/o Colleen Bailie until **4:00 P.M., on Wednesday, July 13, 2022**. Submissions received at any other location(s) or after closing time will not be accepted and deemed unresponsive. Emailed submissions are permitted to [dir@westhavenlibrary.org](mailto:dir@westhavenlibrary.org).

West Haven Library is seeking:

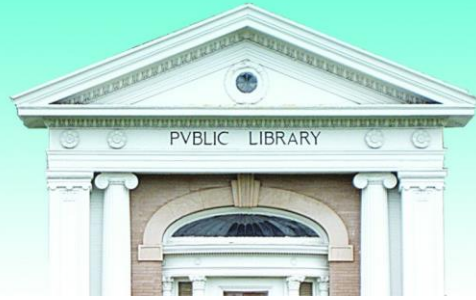
- Provide monthly statistical reports to Administration.
- Research and track grant opportunities
- Conduct preliminary research on prospective donors
- Coordinate all activities for capital campaign, working with Director and Library Board
- Manages and coordinates fundraising events
- Planning and coordinating cultivation events on a schedule to be determined; maintain guest lists and ensure follow-up with attendees
- Work with staff and library board in planning and implementing special projects involving fundraising
- Compensation will be based on funds raised

**General Information:**

- West Haven Library seeks proposals for fundraising firms for the capital campaign for the library branch in the Allingtown area of the city.
- Respondents should provide their qualifications, including project history, project and firm financials, management and operational personnel resumes, contemplated project structure, details and timing as well as references.
- If required, clarification of the RFP may be obtained by contacting Colleen Bailie, Director of West Haven Public Library, at (203) 937-4233 no later than July 1, 2022.

# West Haven Library

westhavenlibrary.org



## Tentative Bid Review:

- RFP Issued June 23, 2022
- Deadline to ask Questions July 1, 2022
- Answers to Questions July 5, 2022
- Deadline to submit proposals July 8, 2022

## Selection Criteria:

Evaluation and selection of the firm will be based on: the capacity and capability to perform the work within an agreed upon timeframe, past record of performance, and knowledge of Federal, State, and Municipal procedures, and cost.