

Lake Forest Library, Lake Forest, Illinois
Addendum Two to RFP and Acknowledgment

Addendum No. 2 to the Request for Proposals for Capital Campaign Consultant Services

This Addendum No. 2 to the Request for Proposals for Capital Campaign Consultant Services is issued by the Lake Forest Library, Lake Forest, IL (the "Library") through its website at www.lakeforestlibrary.org/requests. Respondents shall acknowledge receipt of this addendum by signing and submitting this addendum acknowledgement form. Failure to acknowledge receipt of the addendum may be cause for rejection of the RFP submission. When submitting responses to the RFP, this Addendum Acknowledgment Form must be included in the submission.

The Addendum Acknowledge Form page will not be considered part of the 20 single-spaced page limit for Submissions (see page 10 of the RFP). This Addendum No. 2 consists of two (2) pages and has the following information to be incorporated into the RFP submittal.

Question: Please explain the role of the Friends of Lake Forest Library.

Answer: The Friends of Lake Forest Library is a 501(c)3 organization formed in 1976. No member of the Library Board sits on the Friends' Board. At this time, the organization sees its primary role to conduct an annual book sale, and smaller book sales throughout the year to raise money for the Library. The Friends do not engage in active fundraising, but do solicit gifts (up to \$15,000-\$20,000) each year for book sale sponsors. See www.lakeforestlibrary.org/friends.

The Library makes a grant request to the Friends each year that details funding requests. The Friends Board is free to grant or not grant the request. In FY2019, the Friends granted \$62,000; in FY2018, the Friends granted \$89,400; and in FY2017 the Friends granted \$54,200. The Friends have funded larger one-time projects as well, as noted in the RFP on pages 6-7. Library does not have an MOU with the Friends.

Question: Do you anticipate that the Friends of the Library volunteers will be engaged with the study and any subsequent campaign efforts?

Answer: The Library anticipates that members of the Friends will be engaged given their knowledge of the community. The Library will look to the consultant to help understand how best to structure this engagement to benefit the Library's fundraising goals.

Question: Is there an opportunity to access the Friends of the Library donors and members in a study, particularly for wealth screening and interviews?

Answer: Yes.

Question: Does the Library have a foundation? If not, would the Library consider organizing a foundation to assist in fundraising?

Answer: The Library does not have a foundation; but would consider organizing a foundation if it would be beneficial to our fundraising efforts.

Question: In Addendum One, you mention there is no donor database and no dedicated personnel for fundraising. Outside of the campaign, are you looking for this process to reveal recommendations for long-term development success?

Answer: Although not a priority at this time, the Library would be interested in understanding how we should structure our long-term development operations.

Question: You have recently conducted focus groups as part of the community needs assessment. Would you feel comfortable convening additional focus groups as part of the study for community constituents to gather important feedback about philanthropic priorities?

Answer: Yes.

Question: In addition to the evaluation criteria given in the RFP, we would like to ask respectfully if there are any driving factors that will influence your firm selection. What are you looking for in a partner?

Answer: Nothing in addition to what was set out in the RFP.

The full RFP is at www.lakeforestlibrary.org/requests. I hereby acknowledge receipt of this Addendum 2 to the above-referenced Request for Proposals.

Firm Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ Email: _____

Signature: _____ Date: _____