



William F. Martin
Mayor

GREENFIELD, MASSACHUSETTS

PURCHASING DEPARTMENT

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ADDENDUM #1 RFP 15-04 Fundraising Consultant Services

The following information is offered in answer to questions from a prospective bidder:

1. Have there been any updates/analysis done (since 1995/1996) by an architect or engineer regarding the proposed strategies (renovation or move)? This may include but not be limited to: condition of the current structure, cost of renovation at the current site, potential costs or site exploration for an alternative location?
No there have not.
2. Is the RFP at hand meant to cover every element of this as well, or is the library also engaging architectural/engineering expertise for this?
In June of this year the library received a \$50,000 Planning & Design Grant from the state of Massachusetts. The grant required a \$25,000 local match, bringing the total available for the planning project to \$75,000. A project OPM and an architect will be retained with these funds.
3. The RFP's language says "assist and advise." Please define the scope of that.
"Assist and advise" would primarily mean sharing ideas gleaned during outreach sessions.

4. "Assist in the promotion of an alternative use plan" – Would this encompass providing insights and ideas from individuals dialogued within the philanthropic feasibility portion?

Yes

5. And/or are you referring to creating a public relations strategy for promoting the alternative use plan?

Eventually perhaps, but not at this time

6. Can the Friends of the Greenfield Library accept capital gifts, or is that a question that needs to be explored through the RFP?

The Friends of the Greenfield Public Library is a 501(c)(3) organization capable of accepting capital gifts. However they have expressed reservations about doing so.

7. How much money is currently raised by the Friends organization?

Approximately \$40,000 per year through an annual membership drive, a signature fundraising event in the fall, a plant sale in the spring, and several book sales throughout the year.

8. Is there a database of supporters to the Friends? What is the software utilized and how many records does it include?

Yes, there is a database on Microsoft Excel, but I do not know how many are in the database.

9. How many current cardholders are there?

There are 11,052 registered borrowers of the Greenfield Public Library.

10. Has the library ever conducted a capital campaign?

No



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a designated Green Community and a recipient of the "Leading by Example" Award*