



Request for Proposal
CHLA/ABSC Strategic Planning Services

Canadian Health Libraries Association /
Association des bibliothèques de la santé
du Canada

February 15, 2022

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Overview

Canadian Health Libraries Association / Association des bibliothèques de la santé du Canada (CHLA/ABSC) is a professional organization that represents approximately 300 individuals in the health sciences library field in Canada. Due to the COVID-19 pandemic, an update of the organization's most recent strategic plan (CHLA/ABSC Strategic Plan, 2018-2021) has been postponed for two years. As a result, the Board of Directors is seeking to work with a consultant/organization to help shape the future of CHLA/ABSC by assisting them in identifying and analyzing issues, goals, and concerns that speak to CHLA/ABSC membership in order to develop a clear strategic plan with measurable, operationalizable indicators.

The organization is seeking to engage an impartial, external strategic planning partner that will allow it to:

- Approach the strategic planning process in a fresh, new way to set the organization up for success over the next five years
- Affirm the vision, mission, and strategy for the organization
- Establish long term goals to meet the needs of members in the short and long term
- Develop a plan that ensures the organization remains relevant and sustainable
- Ensure value to members

Background

Established in 1976, CHLA/ABSC grew out of the efforts of the Canadian Group of the Medical Library Association and the Canadian Association of Special Libraries and Information Services. Today, CHLA/ABSC is a professional organization of approximately 300 individuals in Canada's health sciences library field. The organization's mission is to advocate for and promote the value and importance of high-quality health libraries and information services. Through its programs and publications, CHLA/ABSC encourages the professional development of its members. CHLA/ABSC also provides advocacy tools to its members. For example, the publication of a [Statement on the Importance of Hospital Libraries](#) this year. In addition, the association fostered the development of the [2020 Standards for Library and Information Services in Canadian Health & Social Services Institutions](#).

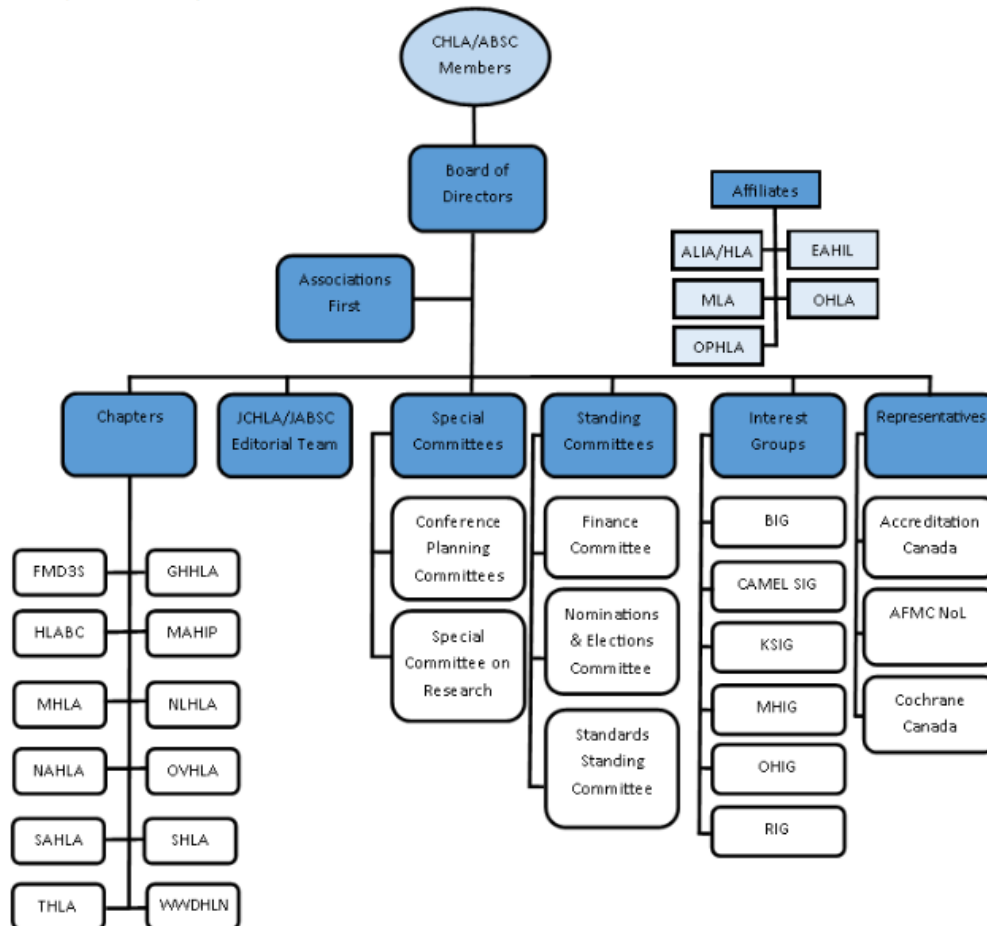
The association consists of 12 local chapters representing various geographical regions from coast to coast. In addition, the members have the option to participate in various Interest Groups. The purpose of the Interest Group is to allow members of CHLA/ABSC who have a common interest in an aspect of Health Librarianship not covered by other committees and task forces, to meet, correspond and discuss that common interest. The association also partners with international health information professional organizations and/or

representatives within those. The organizational chart provides a summary of various aspects of the association. The list of acronyms is available in appendix A.

Organizational Chart

Organizational Chart

Last update: January 16, 2020



Guideline for Proposal Preparations

Award of the contract resulting from this RFP will be based on the most responsive vendor whose offer will be most advantageous to CHLA/ABSC in terms of cost, functionality and other factors outlined in this RFP.

CHLA/ABSC reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor;
- Accept other than the lowest price offered; and
- Award more than one contract.

To be considered, submitted proposals must meet all the required qualifications and address all elements of proposal requirements. Contract terms and conditions will be negotiated upon selecting the winning bidder for this RFP, and the contents of the successful proposal will become contractual obligations.

Confidentially

The content of all proposals will be treated as confidential. It shall only be discussed by the CHLA/ABSC Board of Directors and the members of AssociationsFirst Ltd. Furthermore, any content shared related to the CHLA/ABSC in any form during this project shall be treated as confidential.

Conflict of Interest and Disclosure Policy

The successful bidder will be required to sign the CHLA/ABSC conflict of interest and disclosure policy.

Schedule of Events

CHLA/ABSC will be following the timeline below in the selection process.

Activity	Responsibility	Date
Issue RFP	Associations First Ltd- CHLA/ABSC	Feb 15, 2022
Deadline to submit questions for clarification via email to info@chla-absc.ca	Bidders	Feb 20, 2022
All answers to bidders' questions will be provided by	Associations First Ltd	Feb 22, 2022
Deadline to submit proposals	Bidders	Feb 28, 2022
Preferred proposal will be notified	Associations First Ltd- CHLA/ABSC	March 7, 2022

Contract execution	Successful bidder	Mar 14, 2022
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Proposal Requirements

The following elements must be addressed in the proposal:

1. Indicate your approach for creating a strategic plan and identify any methodologies to be used.
2. Describe the anticipated challenges that might be facing this project and how you would address them.
3. Clearly describe your previous experience undertaking similar projects and provide the name and contact information of three references who are familiar with your work.
4. Provide a clear timeline of the project and demonstrate how the project's timeline is achievable.
5. Include a budget itemizing costs for resources by weeks, task, and deliverable and any other costs that you anticipate associated with this project.

Project Scope

The scope of this project is aimed at assisting the board of directors in reviewing data collected to create a strategic plan for the next 3-5 years, including:

1. Confirm data collection process as drafted by the board
2. Assist in the review of the data gathered
3. Review of the previous strategic
4. Facilitate the board in developing goals and strategic directions

The following criteria must be met to achieve a successful strategic plan:

- a. The strategic plan is evidence-based and established following consultations with CHLA/ABSC members and the Board of Directors.
- b. The strategic plan is aligned with the values of the Association and supports professional development and advocacy efforts around equity within Canadian health libraries through the Equity, diversity & inclusion lenses.

Budget

Our total budget range for this project is \$1,000 to \$2,500 CAD.

Timeline

This project must be finalized by June 1st, 2023.

Bidder Qualification

Required Qualifications

- Great knowledge and experience with strategic planning and execution
- Experience working with not-for-profit organizations
- Experience working with a diverse group of stakeholders
- Superior analytical and communication skills
- Great facilitator
- Excellent track record for on-time project delivery
- Legally authorized to work in Canada

Preferred Qualifications

- Experience working with organizations in health care settings

Deadline and Contact Information

The deadline to submit a complete proposal is Feb 28, 2022.

Appendix A

Acronyms

CHLA/ABSC-Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada

JCHLA/JABSC—Journal of the Canadian Health Libraries Association/Journal de l'Association des bibliothèques de la santé du Canada

Affiliates/Liaison

AFMC—The Association of Faculties of Medicine Canada

ALIA/HLA—Australia Library and Information Association/Health Libraries Australia

EAHIL -European Association for Health Information Libraries

MLA -Medical Library Association

OHLA—Ontario Health Libraries Association

OPHLA—Ontario Public Health Libraries Association

Chapters

FMD3S—Section santé et services sociaux de la Fédération des milieux documentaires (formerly known as ASTED –ASTED-Santé et services sociaux)

GHHLA—Golden Horseshoe Health Libraries Association

HLABC—Health Libraries Association of British Columbia

MAHIP-Manitoba Association of Health Information Providers

MHLA—Maritimes Health Libraries Association/Association des bibliothèques de la santé des Maritimes

NAHLA—Northern Alberta Health Libraries Association

NLHLA -Newfoundland and Labrador Health Libraries Association

OVHLA—Ottawa Valley Health Libraries Association/Association des bibliothèques de la santé de la Vallée d'Outaouais

SAHLA—Southern Alberta Health Libraries Association

SHLA -Saskatchewan Health Libraries Association

THLA—Toronto Health Libraries Association

WWDHLN-Wellington-Waterloo-Dufferin Health Library Network

Interest Groups

BIG -Bibliotherapy Interest Group

CAMEL SIG—Canadian Academic Medical Education Librarians Special Interest Group/Groupe d'intérêt des bibliothécaires académiques canadiens en éducation médicale

KSIG—Knowledge Synthesis Interest Group

MHIG—Mental Health Interest Group

OHIG—Oral Health Interest Group

RIG—Research Interest Group

Representatives

AFMC NoL—Association of Faculties of Medicine Canada Network on Libraries