

Request for Proposals

Resource Center Development

04 November, 2010

Organization Overview - Catholics for Choice is a 501(c)3 nonprofit organization. Founded in 1973, CFC works in the United States and internationally to ensure that all people have access to safe and affordable reproductive healthcare services and to infuse our core values into public policy, community life and Catholic social thinking and teaching. Focusing on public education and advocacy, the organization has a staff of 12 and an annual budget of \$3 million dollars.

Our office is located in Washington, D.C. with convenient access to Metro.

Project Goal – The design and implementation of an accessible integration of the organization's library, archives and publications into one resource.

Project Description – Catholics for Choice would like to integrate three resources: our library, records & archives and publications, currently in three separate locations, into one information resource system that better matches organizational need.

Phase 1

Resource : Library

Current Status: The library includes books, magazines and a variety of printed materials focusing on subjects pertinent to our mission that have been acquired over the past 30 years. The collection includes more than 1,200 books, organized by subject. Additionally, we have accumulated a collection of clips and articles relevant to our work from the past 30 years.

Desired Result: An organized system for the books and publications that facilitates ease of use and growth. The CFC clips collection will be filtered for availability from other sources, e.g. Lexus Nexus. The remainder of clips will be digitized and archived.

Resource: Records & Archives

Current Status: 50 -70 boxes of various, mostly uncataloged , printed materials representing both financial archives and programmatic history, stored in a nearby storage facility.

Desired Result: Segregate materials for permanent archives vs. materials and records to be kept onsite as a resource for staff. Onsite records organized into an easily accessible system that facilitates growth. The onsite archive system will primarily serve as means resource for research and storage.

Resource: CFC Publications

Current Status: A loose system of approximately 50 – 70 different boxed publications: brochures, magazines and pamphlets, in an offsite facility and a small, replenished supply kept onsite for regular, daily circulation.

Desired Result: An organized storage system that accommodates the entirety of CFC publications to be housed onsite for easy access, growth and regular circulation.

Phase 2

Work with a designer or contractor to design, create and install a physical storage system to accommodate all three resource organization systems in an easily accessible and easily maintained resource center within our offices.

Proposal Process

Interested applicants should submit a letter of interest to include a brief history of relevant experience, particular areas of strength as they relate to this project and a CV to cfc@catholicsforchoice.org by COB Nov. 24th, 2010.

Four applicants from the pool will be invited to CFC for an interview as an opportunity to further detail their experience on project management and familiarize themselves with the project and our physical space.

Finalists will submit proposals, for Phase 1 only, for review and selection. An outline of project costs associated with Phase 1 and a projected timeline will be expected components of final proposals.

Timeline

Letter of interest due to CFC by COB.....	Nov. 24 th
Selection of finalists.....	Dec. 17 th
Onsite interview and visits.....	Jan. 3 rd – 14 th
Final proposals submitted for review.....	Feb. 1 st
Final Selection.....	Feb. 11 th