

Scope of Services
Health and Wellness Consultant- Northborough Free Library

Introduction

The Northborough Free Library is seeking quotes from qualified project consultants to assist in the development and implementation of a comprehensive health and wellness plan. Our goal is to enhance the overall wellbeing of our diverse community, offering innovative and impactful programs and resources.

Project Objectives

The selected consultant will collaborate with library staff to achieve the following objectives:

- a. Identify health and wellness needs of Northborough residents that align with the library's mission and vision.
- b. Create a tailored health and wellness plan that addresses the diverse health and wellness needs of our patrons and fits within the existing staffing and building space capacity of the library.
- c. Engage community partners, key town departments, and other local agencies to find funding sources as well as experts to assist in execution of key initiatives.

Scope of Work:

The consultant's scope of work includes, but is not limited to:

- a. Needs Assessment: Conduct a thorough needs assessment to understand the unique health and wellness requirements of Northborough residents.
- b. Identify needs that align with the library's mission and vision and are executable within the current space and staffing levels.
- c. Create a comprehensive health and wellness plan outlining goals, strategies, funding sources, and timelines for implementation.
- d. Forge partnerships with town departments, local health organizations, fitness instructors, mental health professionals, nonprofits, state agencies, and wellness experts to assist in execution of initiatives.
- e. Establish metrics and methods for measuring the success and impact of the wellness initiatives.

Qualifications and Experience

The ideal consultant should possess:

- a. Proven experience in developing and implementing health and wellness programs.

- b. Expertise in conducting needs assessments and creating tailored plans for diverse communities.
- c. Strong network and connections within the health and wellness industry.
- d. Knowledge of best practices in program evaluation and data analysis.
- e. Excellent communication and collaboration skills.
- f. Demonstrated understanding of public library services and municipal government.
- g. Experience with building partnerships between public and private entities.

Proposal Submission:

Interested consultants are invited to submit a proposal containing the following:

- a. Cover letter introducing the consultant and explaining their interest in the project.
- b. Detailed resume including a description of qualifications, experience, and relevant past projects.
- c. Proposed approach and methodology for developing the health and wellness plan.
- d. Timeline for plan development, implementation, and evaluation.
- e. Budget breakdown, including consulting fees, expenses, and any additional costs.

Evaluation Criteria:

Proposals will be evaluated based on:

- a. Relevance of qualifications and experience to the project.
- b. Creativity and feasibility of the proposed approach.
- c. Clarity and comprehensiveness of the proposed plan.
- d. Demonstrated ability to create meaningful partnerships.
- e. Realistic timeline and budget.

Submission Deadline and Timeline

Proposals must be submitted electronically to jbruneau@town.northborough.ma.us no later than November 17th. Late submissions will not be considered.

The selected consultant will enter into a contract with the Northborough Free Library. The project is expected to commence by December 1, 2023 and end by May 1, 2024.

For inquiries and clarifications please contact Library Director Jennifer Bruneau at jbruneau@town.northborough.ma.us.