BIG BEND CITIZENS ALLIANCE: REQUEST FOR PROPOSALS
BIG BEND PUBLIC LIBRARY COMMUNITY COORDINATOR(S)

Introduction
Big Bend Citizens Alliance requests that you make a proposal for your services on the Big Bend Public Library. The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline below.

Location and Sponsor
Your bid is for operating the Big Bend Public Library located in Brewster County, Texas, 79852.

Management
Sara Allen Colando & Tonia MacComb will be managing this project. They may be on or off location during the project.

Contact Information
Please contact Sara Allen Colando (secretary.bbca@gmail.com) or Tonia MacComb (treasurer.bbca@gmail.com) for questions about the proposal submission details and project details.

The Project

Building a Community "3rd Place" & Permanent Home
Our vision is to make the Big Bend Public Library a true "3rd place" for the community—a welcoming, lively social anchor outside of home and work or school where neighbors of all ages gather, connect, and share ideas. At the same time, the Big Bend Public Library is actively raising money to build a permanent building in the near future, backed by a $100,000 commitment from Brewster County as matching funds toward the project. We welcome Community Coordinators who share this excitement and want to contribute creative fundraising ideas alongside community programming

Project Specifications
Primary weekly operating windows and locations are listed below, with additional South Brewster County stops to be added as community demand grows:

- Thursdays, 2:00 PM – 5:00 PM at Canyon View Community Park, Study Butte
- Saturdays, 10:00 AM – 3:00 PM: Community Garden, Terlingua Ghost Town
- Additional Locations / Hours: To be determined (TBD)

The Library should have no fewer than two adult volunteers on duty during open hours. The contractor(s) may be included in that number.

Creative Community Programming & Fundraising Ideas (Primary Focus): Suggest, plan, and execute creative projects and engaging activities that make the library a vibrant"3rd

place" and bring residents of all ages out to the Big Bend Public Library. We also welcome creative fundraising ideas to support our permanent building campaign. Programming examples include:

- Kids & Families: Interactive storytimes, hands-on craft tables, seasonal reading challenges, and youth nature or STEMprojects.
- Teens: Book-to-film discussions, tabletop game or maker afternoons, creative writing/zine workshops, and teen reading groups.
- Adults & Seniors: Local author talks, Big Bend and desert history discussions, seed or gardening swaps (connecting with theCommunity Garden), book clubs, basic smartphone/computer help, and casual coffee-and-conversation hours.

Library Operations & Catalog Software: Open and close the mobile library promptly on schedule; maintain a welcoming environment; learn and run the library's digital catalog software (Apollo ILS by Biblionix); and assist patrons with checkouts, returns, holds, and catalog requests.

Display Curation: Curate rotating, themed book and media displays featuring selections from the main collection.

Promotion & Outreach (As Needed): Assist as needed with advertising library hours, locations, and special programs in local outlets such as The Terlingua Moon and the library's Facebook and Instagram accounts.

Contractor(s) and volunteers will be subject to a criminal background check.

Timeline

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project.

Milestone:	Date:
RFP Posted Online	November 20, 2026
Deadline to Receive Proposals	December 21, 2026
Suggested Contract Start Date	January 01, 2027
Suggested Contract Completion Date	December 31, 2027

Your Proposal

Expectations

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. Big Bend Citizens Alliance reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, and refuse any contract without obligation to Big Bend Citizens Alliance or to the company offering the proposal.

Proposal Deadline
All proposals must be submitted to Big Bend Citizens Alliance by December 21, 2026 to be considered for this RFP.

Selection Criteria
All offers submitted will be considered based upon the materials provided in the proposal. Consideration will be given to performance projections as well as cost and other requirements. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of all proposals in the correct format by the stated deadline.
2. The perceived effectiveness of the proposal's solution for Big Bend Citizens Alliance's stated mission.
3. The perceived ability for the contractor's ability to deliver their services set forth in their proposal.
4. The contractor's past performance in delivering such services.
5. Overall cost of the proposal.

Big Bend Citizens Alliance may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

Proposal Details

(a) Contractor Summary: Include a brief history of yourself or your company, including your past experience in dealing with similar projects.

(b) Capabilities and Methodology: Detail your capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving your goal.

(c) Expected Results: Use this section to summarize the expected results of your methodology listed above. This should include a summary of your timeline for completing the project.

(d) Expense Summary: Give a brief summary of the total costs for your proposed contract. You may also include a brief explanation of the contributing costs to the total cost.

(e) References: Provide 3 references for similar past projects and/or relevant professional or personal experience.