

**Request for Proposal**

**California State Library LSTA Five-Year  
Evaluation (2018-2022)  
and Plan (2023-2027)**

**June 7, 2021**

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## Purpose

The Pacific Library Partnership (PLP) is seeking a skilled consultant with relevant library and/or evaluation experience to evaluate the California State Library LSTA current five-year program and develop a plan for the 2023-2027 program.

Per the Institute of Museum and Library Services (IMLS), each State Library is required to independently evaluate activities funded by IMLS prior to the end of the Five-Year Plan and provide a report of its findings to IMLS's Director. A plan for the next five years must also be submitted to IMLS.

## About Pacific Library Partnership

The Pacific Library Partnership is a cooperative library system that includes the eight counties in the San Francisco Bay Area. Information about PLP is available at <http://www.plpinfo.org/>

The successful consultant will be hired through the Networking California Library Resources project, which is a project of the Pacific Library Partnership.

## Scope of Work

### Overview

The California State Library (State Library), the State Library Administrative Agency (SLAA) for California, administers the federal [Library Services and Technology Act \(LSTA\) state grant to California](#). The Institute of Museum and Library Services distributes LSTA funds to SLAAs through the Grants to States program. The State Library is required to perform an evaluation of its current five-year LSTA plan which covers 2018-2022 (due to IMLS by March 30, 2022) and also develop its new five-year LSTA plan for 2023-2027 (due to IMLS by June 30, 2022). The Pacific Library Partnership, in partnership with the State Library, is soliciting bids for consultant services to both execute the evaluation of the current five-year plan and develop the next five-year plan.

## Evaluation of the Current Five-Year LSTA Plan (2018-2022)

The evaluation process must meet the [guidelines established by IMLS](#) as well as provide insights and guidance to the State Library on the progress of LSTA-funded programs and initiatives. Each SLAA is required to independently evaluate activities funded by IMLS prior to the end of the five-year plan and provide a report of its findings to IMLS's Director. This evaluation process will provide the California State Library the opportunity for accountability in spending federal funds and measuring the impact of its efforts to reach its goals for improving library services to Californians. Proposers can reference the previous [Five-Year Evaluation for California 2013-2017](#) and understand expectations of what is to be delivered.

### Services to Include in Proposal

For the evaluation of the [current LSTA Five-Year Plan for California 2018-2022](#), the following services must be included in the proposal:

- Development and completion of the evaluation into the format prescribed in the [Guidelines for IMLS Grants to States Five-Year Evaluation](#)
- An evaluation process that includes:
  - Documentation of evaluation methodologies.
  - Input from State Library staff and external stakeholders to gather information regarding progress made and achievements of activities related to each goal in the current five-year LSTA plan. Other information-gathering activities and methodologies may be proposed to get this input, though the bid proposal should include the following, including related costs, as options:
    - Remote facilitation via an online meeting/video platform - please include a cost per virtual session up to the number of sessions for the following:
      - Targeted focus group feedback sessions - maximum of eight (8) total sessions no more than two (2) hours in duration per session.
      - Individual interview sessions with State Library staff and administration - maximum of 24 total sessions no more than one (1) hour in duration per session.
    - Online surveys to the groups and audiences who were targeted and impacted by activities and efforts to achieve the plan's goals.
  - The evaluation shall be informed by utilizing various data and information, including the LSTA State Program Reports, LSTA State outcomes data, the Public Libraries Survey, the California State Library Annual Report, and other data sources.

- Data gathered during the evaluation phase of this proposal should inform the development of the next five-year plan phase of this proposal.
- Scheduled bi-weekly check-ins with State Library staff through a point-person via email, phone, and/or virtual meetings.
- Project management and coordination of evaluation activities to meet project timeline expectations.
- Develop and deliver a 2-3 page, high-level summary of key findings and recommendations. Summary shall include visual elements that might include charts or photographs. Images documenting grant activities can be provided by the State Library. Summary document shall acknowledge IMLS support and conform to [IMLS Acknowledgement Requirements](#). The contractor may utilize the State Library's Library Development Services team for support.
- Presentation of the final evaluation report to State Library staff and selected stakeholders.

### **Timeline for the Evaluation Process**

- Project work to commence by August 2021.
- Initial evaluation report draft to be submitted to the State Library by October 15, 2021.
- Final evaluation report to be submitted to the State Library by November 18, 2021.
- Evaluation report virtual presentation to be delivered by December 10, 2021 to State Library staff and selected stakeholders.

Reports must be submitted in both pdf and in an editable document.

## **Development of the Next Five-Year LSTA Plan (2023-2027)**

LSTA funds are used to create new programs and services to meet the needs of California libraries to better serve their communities. To qualify for LSTA funding, each state submits a five-year plan to IMLS which establishes focus areas identified in its planning process. The five-year plan development process must meet the [guidelines established by IMLS](#).

The five-year plan must identify specific needs for library services to be addressed in the pertinent five-year period. This needs assessment shall be based on the SLAA's most recent five-year evaluation, complementary data, and advisory input. The plan development process shall include descriptions of data sources, processes used to document the State's needs, audiences to whom the data sources apply, methods used for data analysis, and expected processes for periodically updating the State's knowledge of its library services needs.

## Services to Include in Proposal

For the development of the next five-year LSTA plan, the following services must be included in the proposal:

- Development and completion of the five-year plan in the format prescribed in the [IMLS Five-year State Plan Guidelines for State Library Administrative Agencies 2023-2027](#)
- A plan development process that includes:
  - The development of a mission statement to guide grant making.
  - Findings and efforts from the Evaluation of the current five-year LSTA plan phase of this proposal.
  - Performing a needs and assets assessment that includes:
    - Evaluation of groups and audiences to understand how to increase equity of the services and programs developed to achieve the plan's goals.
    - Evaluation of internal and external partners to enhance collaboration to increase equity of services and reach the plan's goals.
    - Input from State Library staff and external stakeholders to gather data and information to be used to develop the plan's goals, objectives, and support projects and activities.
    - Evaluation of existing resources and strengths currently available to build on to effectively implement a five-year plan.
  - Input from State Library staff and external stakeholders.
- A five-year plan that includes:
  - A general timeline for program goals and project activities over the five-year period.
  - Mapping the plan's goals to the six Measuring Success focal areas as detailed in the IMLS guidelines.
  - Mapping each of the goal's projects to one of the fourteen intents as detailed in the IMLS guidelines.
  - Iterative evaluation processes during the implementation of the five-year plan.
  - Specific channels for communication and public availability of the five-year plan.
  - Certification and assurance information as required by IMLS.
- Scheduled bi-weekly check-ins with State Library staff through point-person via email, phone, and/or virtual meetings.
- Project management and coordination of activities to meet project timeline expectations.
- Develop and deliver a one-page document summarizing the plan to be used for external communication by the State Library. Summary document shall include visual elements. Summary document shall acknowledge IMLS support and conform to [IMLS Acknowledgement Requirements](#). Contractor may utilize the State Library's Library Development Services team for support.
- Presentation of the plan framework to State Library staff and selected stakeholders.

### Timeline for the Plan Development Process

- Project work to commence by October 18, 2021 (though efforts made during the Evaluation phase may be used toward the development of the five-year plan).
- Planning process conducted with State Library staff.
- Draft of the final plan to be submitted to the State Library by March 1, 2022.
- Presentation of the draft of the final plan to be delivered in March 2022 to State Library staff and selected stakeholders (date to be determined).
- Revisions to the plan to be made in consultation with State Library staff and stakeholders.
- Final five-year plan deliverables to be completed and submitted to the State Library by May 2, 2022.

Reports must be submitted in both pdf and in an editable document. The final report must also be provided in hard copy.

### Instructions to Submit a Proposal

Interested consultants should submit a proposal for both the evaluation and planning components.

Please include the following elements in your response:

- **Identification:** Legal name and mailing address of the individual or firm submitting the proposal.
- **Contact:** Name, title, email address and telephone number of the person who can be contacted to discuss questions regarding the proposal.
- **Personnel:** A list of key personnel and their qualifications, and a resume for each person who will be working on this assignment.
- **Qualifications:** Relevant skills, background, and experiences that make you a good fit for this project. Please include a list of similar or related projects that demonstrate expert-level knowledge and experience evaluating and developing five-year LSTA and/or large-scale strategic plans.
- **Introduction:** Brief description of the individual or organization submitting this proposal.
- **Work plan and Cost:** A detailed outline of the project management strategy for this project that includes a timeline for activities, person responsible, deliverable dates, and specific cost information tied back to activities. Please include an itemized quote for all costs, including labor, travel, lodging, office expenses, communications, and all other expenses. Total proposal cost should not exceed \$50,000.
- **References:** Contact information for up to three individuals who can speak to your qualifications and working relationships.

## **Time Schedule**

Shown below are the dates and times by which actions related to this Request for Proposal must be completed. In the event that the Pacific Library Partnership finds it necessary to change any of these, it will do so by issuing an Addendum to this Request for Proposal.

- Request for bid proposals released June 7, 2021.
- Proposal questions due by noon on June 16, 2021. Responses to any submitted questions will be shared by noon June 23, 2021.
- Proposal due date is 4:00 p.m. on July 7, 2021.
- Proposal questions and the proposal (send as a pdf attachment) should be sent to:
  - Wendy Cao: caow@plsinfo.org
- Contractor Selection: Tuesday, July 27, 2021.
- Contract Award Date: Monday, August 2, 2021.

Note: Award funding is pending until the State Budget is passed. This typically occurs each year at the beginning of July.

## **Payment Schedule**

Payments will be tied to the acceptance of each deliverable. Final payment will be made after Pacific Library Partnership accepts the final report.

10% payment: Upon signing of contract.

40% payment upon completion and acceptance of all the following:

- Initial evaluation report draft to be submitted to the State Library by October 15, 2021.
- Final evaluation report to be submitted to the State Library by November 18, 2021.
- Evaluation report virtual presentation to be delivered by December 10, 2021 to State Library staff and selected stakeholders.

50% payment upon completion and acceptance of all the following:

- Draft of the final plan to be submitted to the State Library by March 1, 2022.
- Presentation of the draft of the final plan to be delivered in March 2022 to State Library staff and selected stakeholders (date to be determined).
- Revisions to the plan to be made in consultation with State Library staff and stakeholders.
- Final five-year plan deliverables to be completed and submitted to the State Library by May 2, 2022.

## **Contact**

Questions or other communications about this RFP may be submitted via email to Carol Frost at [frost@plpinfo.org](mailto:frost@plpinfo.org).