

Request for Proposal
California State Library LSTA Five-Year
Evaluation (2023-2027)

March 16, 2026

Pacific Library Partnership
32 W. 25th Avenue, Suite 201, San Mateo 94403
proposals@plpinfo.org

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 (2023-2027).

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 Director.

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 an LSTA-funded project of the Pacific Library Partnership in partnership with the California State Library. As part of this project, PLP will work collaboratively with the California State Library on this evaluation assessment.

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 2023-2027 (final evaluation report due to IMLS by March 2027). The Pacific Library Partnership, in partnership with the State Library, is soliciting bids for consultant services to execute the evaluation of the current five-year plan.

Evaluation of the Current Five-Year LSTA Plan (2023-2027)

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 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.

Time Frame for Project Evaluation

The evaluation of the Five-Year Plan will commence in the beginning of FY 2026-27. The consultant should assume that work will begin in July 2026, and should be completed by January 2027. The exact date of commencement will be negotiated between the consultant and PLP.

Note: Funding for this opportunity is contingent upon federal funding confirmation, the passage of the FY 2026-27 California state budget, and authorization in the state budget to expend these funds.

- Project work to commence by July 2026
- Initial evaluation report draft to be submitted to the State Library by October 15, 2026
- Second draft evaluation report to be submitted to the State Library by November 19, 2026
- Final draft evaluation report virtual presentation to be delivered by December 10, 2026 to State Library staff and selected stakeholders
- Final completed report and supported documentation submitted to State Library by January 21, 2027

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

LSTA-funded project materials must meet the [California Accessibility Standards](#) published on the California Web Standards website. Additionally, all project materials designed, developed, and maintained shall be in compliance with the California Government Code, sections 7405 and 11135, and the Web Content Accessibility Guidelines 2.0, or a subsequent version, as published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

The evaluation process includes that the evaluator will utilize the IMLS Community of Practice resources. The evaluation will be submitted to IMLS and the data gathered may be used to inform the development of the next LSTA five-year plan.

Services for Evaluator to Include in Proposal

For the evaluation of the current [LSTA Five-Year Plan for California 2023-2027](#), 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, the Library Development Services Annual Update, and other data sources.
- 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.
- Evaluation reports and presentations to include:
 - Two draft reports
 - One final report
 - One 2-3 page, high-level summary of key findings and recommendations
 - Survey and other data generated during the evaluation process

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 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.

Instructions to Submit a Proposal

Interested consultants should submit a proposal which includes the following elements in the 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 which demonstrate the ability to perform the activities of 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 \$40,000.
- **References:** Contact information for up to three individuals who can speak to the consultant's qualifications and working relationships.
- **Questions:** All questions about this Request for Informal Proposal must be submitted via email to proposals@plpinfo.org with the subject line "RFP LSTA Five Year Evaluation Question." Questions, answers and addenda will be posted on the PLP website at <https://www.plpinfo.org/lsta-evaluation-rfp/>. Refer to the Request for Informal Proposal Schedule below for the final day to submit questions and receive responses.
- **Submissions:** Send completed proposal package to proposals@plpinfo.org by 4:00 P.M. on Monday, April 13, 2026. Proposals should be sent as a PDF and emailed to proposals@plpinfo.org with the subject line "PLP RFP LSTA Five Year Evaluation Proposal."

Evaluation Criteria

All proposals received in accordance with the Request for Informal Proposal instructions will be evaluated to determine if they are complete and meet the requirements specified. An award will be made to the Consultant whose offer is judged to be the most advantageous to PLP, though PLP expressly reserves the right to reject all proposals and make no award under this Request for Informal Proposal.

The following criteria will be considered in evaluating the proposals:

| COMPLETENESS OF RESPONSE | POINTS |
|--|--------|
| Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. | P/F |

| CRITERIA TYPE | POINTS |
|---|------------|
| Qualifications and Experience | |
| General qualifications and experience, including years in business, prior client roster, prior projects. | 10 |
| Prior experience with LSTA reviews, or similar experience. | 15 |
| References support the Consultant performed contractually, met obligations, and completed work with satisfaction. | 10 |
| Personnel Capabilities | |
| Appropriate and justified number of staff assigned to the project. Resumes, experience, roles, expertise of project staff match required relevant skills, background and experiences required for completion. | 10 |
| Proposed Project Work Plan, Methodologies, Cost, Timeline and Reference | |
| Project plan is complete and includes a detailed approach that demonstrates understanding of IMLS guidelines, the scope and scale of the project, project activities, project timeline, and project cost. | 40 |
| Cost | |
| Cost proposal narrative is logical, easy to understand, and aligns with needs. Budget is fair, reasonable and complete. | 15 |
| Total Points Available | 100 |

RFP 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 March 16, 2026
- Proposal questions due by noon on April 6, 2026. Responses to any submitted questions will be shared by noon, April 9, 2026
- Proposal due date is 4:00 p.m. on April 13, 2026
- Proposal questions and the proposal (send as a pdf attachment) should be sent to: proposals@plpinfo.org
- Interviews or presentations may be conducted before award is made
- Contractor Selection and Notification: Friday, May 8, 2026

Presentations may be required of proposal finalists as part of the evaluation process. PLP may notify one or more of the Consultants to make arrangements for the date, time, and place for such a presentation.

Payment Schedule

Note: Funding for this opportunity is contingent upon federal funding confirmation, the passage of the FY 2026-27 California state budget, and authorization in the state budget to expend these funds.

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

70% payment upon completion and acceptance of all the following:

- Initial evaluation report draft to be submitted to the State Library by October 15, 2026
- Second draft evaluation report to be submitted to the State Library by November 19, 2026

20% payment upon completion and acceptance of all the following:

- Final draft evaluation report virtual presentation to be delivered by December 10, 2026 to State Library staff and selected stakeholders
- Final completed report and supported documentation submitted to State Library by January 21, 2027

Disposition of Proposals

All proposals submitted in response to this Request for Informal Proposal become the property of PLP once they are opened.

Cost Incurred in Responding

PLP will not pay any costs incurred in the preparation and submission of proposals or in making necessary studies or designs, nor is PLP obligated to enter into a contract.

Content of Proposal

Any addenda to these documents will be sent to the Consultants and will become part of this Request for Informal Proposal. No oral statements, explanations, or communications by anyone shall be of any effect unless incorporated into the addenda.

Not Confidential

Bid responses, in whole or in part, are not to be marked confidential or proprietary.

Acceptance/Rejection

PLP reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside the scope of this RFP.

Contact

Questions or other communications about this RFP may be submitted via email to proposals@plpinfo.org.