

Request for Proposal

California State Library
Five-Year State Plan
(2028-2032)

September 9, 2026

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

Purpose

Each State Library is required by the Institute of Museum and Library Services (IMLS) to submit a plan that details library services goals for a five-year period. A plan for 2028-2032 must be developed by the California State Library and submitted to IMLS by June 30, 2027. The evaluation of the current California State Library LSTA five-year program (2023- 2027) is in process and is scheduled to be completed by January 21, 2027.

The Pacific Library Partnership (PLP) is seeking a skilled consultant with relevant library and/or strategic planning experience to develop a new California Five-Year LSTA State Plan for 2028-2032.

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 to develop a new Five-Year State Plan for 2028-2032 and submit the Plan to IMLS by June 30, 2027. The Pacific Library Partnership, in partnership with the State Library, is soliciting bids for consultant services to execute the development of the 2028-2032 California Five-Year State Plan.

Source material for this project include the current [California LSTA Investment Plan 2023-2027](#) and an [overview of the LSTA program in California](#). The review of the current plan will be available in January 2027.

Development of the Next Five-Year LSTA Plan (2028-2032)

A State Plan is a document that identifies a state's library needs; sets forth the activities to be taken toward meeting the identified needs supported with the assistance of Federal funds made available under the Library Services and Technology Act ("LSTA"); and provides assurances that the officially designated SLAA has the fiscal and legal authority and capability to administer all aspects of any award under the Grants to States program (20 U.S.C. § 9122(5)). The State Plan must also provide assurances for establishing the state's policies, priorities, criteria and procedures necessary for the implementation of all programs under the LSTA 20 U.S.C. § 9122(5).

Each state is required to submit a State Plan to qualify for LSTA funding. The Five-Year State Plan development process must meet the [guidelines established by IMLS](#).

The Five-Year State 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 service needs.

Services to Include in Proposal

For the development of the next Five-Year State Plan, the following services must be included in the proposal:

- A plan development process that includes:
 - The development of a mission statement, goals, objectives, and activities to guide grant making.
 - Input from State Library staff and external stakeholders including members of the library community and program partners.
 - Findings and efforts from the evaluation of the current five-year LSTA plan period.
 - Knowledge and understanding of current and future library services and programs.
 - A needs and assets assessment comprised of:
 - Review and evaluation of the State Library's current grantmaking.
 - Evaluation of groups and audiences to understand how to increase access to the services and programs developed to achieve the plan's goals.
 - Evaluation of groups and audiences to understand libraries and their communities' needs and assets.
 - Evaluation of internal and external partners to enhance collaboration, increase access 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 and objectives, and support projects and activities.
- Identification and evaluation of existing resources and strengths currently available for effective implementation of a Five-Year State Plan.
- 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.
- Focus groups and interviews to gather information from groups and audiences. Focus groups and interviews may be conducted virtually. Please include cost per virtual session up to the number of sessions for the following:
 - Targeted focus group session. 4 – 8 sessions no more than two (2) hours in duration.
 - Individual interview sessions with State Library staff and administration. Up to 12 sessions no more than one (1) hour in duration.
- The use of online surveys to gather information from the groups and audiences who will be targeted and impacted by proposed activities and efforts to achieve the plan's goals
- Development and delivery of 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.

Completion of the Five-Year State Plan in the format prescribed in the [IMLS Five-Year Plan Guidelines for State Library Administrative Agencies 2028-2032](#). The plan should include:

- 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.

Additional Information

The State Library will provide contact information for individuals and groups, as needed, for inclusion in surveys or focus groups. Virtual engagement with the library community is prioritized at this time. If any in-person communication with State Library staff becomes possible, it will likely take place in Sacramento. If in-person communication with the library community becomes possible, gatherings would be regional and could take place in northern,

southern, and central California. A SurveyMonkey account can be provided to collect survey data.

Timeline for the Plan Development Process

- Initial meeting with California State Library staff in December 2026.
- Project work to commence by January 4, 2027.
- Planning process conducted with State Library staff.
- Draft of the final plan to be submitted to the State Library by April 5, 2027.
- Revisions to the plan to be made in consultation with State Library staff and stakeholders.
- Presentation of the draft of the final plan to be delivered in early May 2027 to State Library staff and selected stakeholders (date to be determined).
- Final 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 28, 2027.

Reports must be submitted in both pdf and in an editable document (Microsoft Word preferred).

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.

Instructions to Submit a Proposal

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 to be contacted to discuss questions regarding the proposal.
- **Introduction:** Brief description of the individual or organization submitting this 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.

- **Work Plan:** A detailed outline of the project management strategy for this project that includes a timeline for activities, number of focus groups and/or meetings, person(s) responsible for activities, deliverable dates, and specific cost information tied back to activities. Please include an itemized quote for all costs, including labor, office expenses, communications, and all other expenses.
- **Cost:** Total proposal cost should not exceed \$45,000.
- **References:** Contact information for up to three individuals who can speak to your 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 Development Question." Questions, answers and addenda will be posted on the PLP website at <https://www.plpinfo.org/lsta-development-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 Friday, October 16, 2026. Proposals should be sent as a PDF and emailed to proposals@plpinfo.org with the subject line "PLP RFP LSTA Five Year Development Proposal."

Evaluation Criteria

All proposals received in accordance with the Request for 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 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 planning or 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

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 September 9, 2026.
- Proposal questions due by noon on September 30, 2026. Responses to any submitted questions will be shared by noon October 5, 2026.
- Proposal due date is 4:00 p.m. on October 16, 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: Friday, November 6, 2026.
- Contract Award Date: Friday, November 13, 2026.
- Initial meeting with California State Library staff in December 2026.
- Work begins: Monday, January 4, 2027.
- Planning process conducted with State Library staff.
- Progress report: Monday, March 1, 2027.
- Planning process conducted with State Library staff.
- Initial report draft to be submitted to the State Library by April 5, 2027.
- Presentation of the draft of the final plan to be delivered at the start of May 2027 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 28, 2027.

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 a progress report: March 1, 2027

50% payment: Upon completion and acceptance of all Five-Year Plan Deliverables by May 28, 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.