



**Texas State Library and Archives Commission  
PURCHASING SERVICES  
P. O. BOX 12516  
AUSTIN, TX 78711-2516**

**REQUEST FOR PROPOSAL**

**TEXAS PUBLIC LIBRARY DEVELOPMENT STUDY**

**RFP 306-03-8117**

**PROPOSAL MUST BE RECEIVED BEFORE:**

**2:00 PM on October 28, 2002**

**Bid opening will be public and held at 1201 Brazos Street, Room 314**

**MAIL PROPOSAL TO:**

Texas State Library and Archives Commission  
Purchasing Services  
P. O. Box 12516  
Austin, TX 78711-2516

**HAND DELIVER AND/OR  
EXPRESS MAIL TO:**

Texas State Library and Archives Commission  
Purchasing Services, Room 309  
1201 Brazos Street  
Austin, TX 78701

**Show RFP Number, Opening Date and Time on Return Envelope**

**NOTE: PROPOSAL must be time stamped at TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, Purchasing Services before the hour and date specified for receipt of proposal.**

Pursuant to the Provisions of Texas Government Code Title 10 Subtitle D Chapter 2156.121 - 2156.127, General Services Act rules and regulations adopted thereunder, sealed proposals will be received until the date and time established for receipt. After receipt, only the names of proposers will be made public. Prices and other proposal details will be divulged after the award, as allowed.

**REFER INQUIRIES TO:**

Debbie Van Loan  
Texas State Library and Archives Commission  
Purchasing Services  
512/463-5443  
email: dloan@tsl.state.tx.us

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## **SECTION 1**

### **INSTRUCTIONS TO PROPOSERS**

#### **1.1 Introduction**

This Request for Proposal (RFP) is being submitted by the Texas State Library and Archives Commission (TSLAC). Responses to this RFP will be evaluated and analyzed by members of the staff of the TSLAC. The TSLAC Purchaser and evaluation team members will review all proposals for compliance and thoroughness and may elect to require additional references or submission of additional documentation supporting qualifications to perform required services.

#### **1.2 Scope of Proposal**

The Texas State Library and Archives Commission seeks proposals from consulting groups or other professional firms to conduct a study of the programs offered by TSLAC to enhance Texas public libraries. The resulting contract will not exceed a total cost of \$100,000. The Texas Public Library Development Study (the Study) results will open a dialogue with the library community and assist the TSLAC to develop public libraries for the 21st century that will be deeply valued, important community resources, and responsive to the rapid changes in our world, both technological and societal.

TSLAC expects the successful Proposer to examine a full range of factors including:

- Funding, programs, and services administered by TSLAC to support Texas public libraries and their development
- Programs and services administered under contract by the 10 state and federally funded public library systems
- Methods of local establishment and funding of public libraries
- Societal and demographic factors that impact the growth and development of public libraries in Texas

Study recommendations should focus on strategies for furthering positive library development in Texas and mechanisms for that development, and should suggest ways of maximizing current funding sources. The processes used in the Study must be highly inclusive of current and potential stakeholders and service providers across the state.

#### **1.3 Introduction to TSLAC, Texas Public Libraries and Other Background Information**

The TSLAC currently has diverse programs to assist the development of Texas public libraries. These programs are both state and federally funded, and are managed by two TSLAC divisions: Library Development and Library Resource Sharing.

The Library Development (LD) division administers the provisions of the Texas Library Systems Act (LSA). LSA programs and services are implemented under contracts to the ten public library systems. The division also manages the Library Services and Technology Act (LSTA) competitive grants, direct state aid (Loan Star Libraries), continuing education and consulting, the accreditation of public libraries, and county librarian certification.

The Library Resource Sharing (LRS) division manages the TexShare program. This program includes state-wide licensing of online databases, a reciprocal borrowing card, a courier service, and a grant program to make special collections more accessible (TexTreasures). LRS also manages the statewide Interlibrary Loan network, the Library of Texas project (see web site below), as well as programs providing electronic and print access to state documents.

These divisions are divided into four programmatic/budgetary strategies of the TSLAC. Each division has two strategies. LD has a Library Systems strategy and a Local Libraries strategy. LRS has a TexShare strategy and a Library Resource Sharing strategy. Each of these strategies may use both state and federal funding for the programs included in them. In FY04 the two strategies for each division will be combined into one strategy.

The TSLAC web site ([www.tsl.state.tx.us/](http://www.tsl.state.tx.us/)) and the TexShare web site ([www.texshare.edu](http://www.texshare.edu)) provide insight into the agency, its programs, and public libraries in Texas. Of particular interest to Proposers are the following:

<http://www.tsl.state.tx.us/pubs/index.html> - agency publications, including the strategic plan

<http://www.tsl.state.tx.us/ld/publibs/index.html> - all of the links on the public libraries page

<http://www.tsl.state.tx.us/librarians/index.html> - agency services to librarians

<http://www.tsl.state.tx.us/lot/> - Library of Texas project

#### **1.4 Required Services and Conditions of Proposal**

The TSLAC seeks proposals from qualified entities to conduct a study of public library development in Texas.

- A. The successful Proposer for the Texas Public Library Development Study must present a proposal that clearly indicates how the following will be accomplished in the Study.
  1. Identify critical success factors for local public libraries and recommend ways TSLAC can promote these factors and build on them with the grants and programs offered.
  2. Review and analyze current public library development programs and activities carried out by TSLAC.
  3. Review and analyze the structure, governance, funding, and services of the 10 public library systems.
  4. Identify the optimum array of programs and services to support the development of Texas public libraries, and identify the optimum delivery mechanisms for the programs and services. Proposer must factor in the geography and demographics of the state.
  5. Include study methods that insure the inclusion of all stakeholder groups in the Study as project activities are carried out. The inclusion and buy-in by the library community is as important as the recommendations for revising the grants and programs.
- B. The successful Proposer must work in close collaboration with and report to the Public Library Development Study Steering Committee, a group of fifteen representatives of the Texas library community, appointed by the State Librarian to guide and participate in Study activities. The TSLAC Communications Office will be responsible for keeping the Texas library community and general public informed of Study activities and progress, and will collaborate with the Proposer and TSLAC program staff to accomplish this goal. A web site dedicated to the project will be hosted by TSLAC. The Proposer must provide the Communications Office with on-going talking points, other awareness materials, and updates on Study progress.
- C. The Proposer must use at least four methods of collecting information during the research phase of the study. Additional methods are invited. The four required methods are outlined below.
  1. Highly inclusive discussions with the Texas library community, including public library staff, elected and appointed officials from library funding entities, governing bodies, members of Friends and other support groups such as Advisory Councils, other key informants (as suggested by TSLAC staff and the Steering Committee), and other local library stakeholder groups. Library users are not a target group for the discussions, unless they are also considered library stakeholders. These discussions must be broadly available across the state; they could be face-to-face groups of invited people, open town-hall style meetings, or other approaches that generate involvement, input, visioning, and buy-in. The Proposer must specify the minimum number of such group meetings to be conducted; this should be a sufficient number of meetings to ensure appropriate inclusion of library service providers and stakeholders across the state.
  2. Individual and/or group interviews with TSLAC administration and development staff, members of the Library and Archives Commission, public library systems staff, and relevant advisory committees.
  3. Review and analysis of development methods and approaches to organization of related services used by other states.
  4. Review and analysis of data and information from TSLAC produced reports, library laws, and other similar documents with an emphasis on apparent issues of equity of services across the state and to diverse components of the population.
- D. The Proposer must hold one in-person meeting with the project Steering committee at the beginning of the project, and include additional regular communication by telephone conference call or email.
- E. The Proposer must produce a minimum of two draft versions and a final version of the report of findings and recommendations. The Texas library community will be provided access to the drafts to allow

extensive participation in recommendation development. Methods for broad inclusion during discussion of this and the final draft should be proposed. This may include use of the TSLAC maintained web site.

### **1.5 Proposed Timeline**

- A. November 2002 – Contract Awarded
- B. March 2003 – Presentation of Study update at TSLAC meeting (date to be determined)
- C. April 1-4, 2003 – Second draft presented at Texas Library Association conference (Houston)
- D. July 2003 – Presentation of Study recommendations at TSLAC meeting (date to be determined)
- E. August 31, 2003 – Final report with recommendations due [Any work done after this date would have to be part of a separately negotiated contract; at this time, TSLAC makes no commitment to enter into such a contract.]

### **1.6 Proposer Qualifications**

Proposers must demonstrate that they possess the qualifications listed below. Only proposals from a group of consultants or a consulting firm with multiple members or subcontractors will be accepted. Proposals from single consultants are not appropriate, and will not be considered due to scope of project.

- A. Library experience – at least one principal researcher must have a master's degree from a program of library education accredited by the American Library Association and experience in public library service and administration.
- B. Proposers must document how they offer varied experience, knowledge, and skills including the following:
  1. Experience and skills facilitating focus groups and open town hall-style meetings, and successful experiences working with groups to achieve consensus on difficult issues and future directions.
  2. Knowledge of research methods and techniques and skills in analyzing and reporting research results. At least one consultant must have experience in conducting library-related research and analysis.
  3. Ability to direct the planning, assignment, and oversight of a team of consultants working on various components of project work.
  4. Evidence of ability to provide the specified product and services by stated deadlines.
  5. Experience in planning and using electronic information systems and resources as used in libraries.
  6. Experience in planning and delivering continuing education, staff development and training of library personnel.
  7. Experience in statewide planning.
  8. Knowledge of the roles of state library agencies.

### **1.7 Proposal Contents**

Proposals must be organized as follows and include, at minimum, the information specified below, including details necessary to fully describe all proposed project tasks and activities.

#### Section 1: Understanding of the Project

Proposers should provide an overview of the project that indicates their understanding of the scope of the project, its purposes, and the communications/inclusion philosophy inherent in required services.

#### Section 2: Statement of Work

Proposers should use this section to present a detailed description of the work to be done and the relationship Proposer will have with TSLAC, the project Steering Committee and the Texas library community. A Task Analysis must be presented with time frames indicating initiation, benchmark, and completion dates for each task. Activities within tasks that are to be carried out by the Proposer and/or TSLAC/Project Steering Committee should be presented in detail. Consultant(s) responsible must be named for each activity/task. Provide the number and length of proposed visits to the state. A summary timeline with beginning and ending dates of major components of the project must also be provided.

#### Section 3: Experience and Credentials

1. Provide the name of the person who will direct the overall project throughout the duration of the contract, and names of individuals who will coordinate major activities, if different from the overall project manager.

2. List the names of all individuals who will work on the project, describe their individual roles, and what project work each will be responsible for. Include any subcontractors.
3. Describe each project person's education and experience related to this Study.
4. Indicate the amount of time and percentage of time each consultant and/or subcontractor will spend on the project.
5. Provide resumes of principal consultants and subcontractors as an appendix to the proposal.
6. Provide three professional references, one of which is for a statewide project, including the names of a contact person, organization name, address, telephone number, e-mail address, and a description of the kinds of activities that were performed. A copy of the report produced for the statewide project should be attached to the proposal.
7. Provide lists of other work principal consultants have already committed to for the duration of this project.

#### Section 4: Project Cost

Proposers must submit a budget narrative and a task budget detailing costs necessary to carry out each of the project activities. The budget must be presented by task or activity, and a total project cost must also be indicated. Travel and other expenses must be included as part of each task/activity cost but need to be itemized. This section must also include a proposed schedule of payment based on task/activity completion.

Cost must be justified in terms of activities and must be reasonable and necessary to accomplish tasks and activities. Services to be purchased from other agencies, subcontractors, consultants, and others must be specified.

#### Section 5: Proposal Documents

Proposer must include signed Execution of Offer and other items outlined in Section 3.6.