**Evaluation of Ohio’s LSTA Program**

**Request for Proposal**

**Issued May 2016**

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**Purpose:**

The State Library of Ohio is soliciting proposals for a comprehensive evaluation of its five-year Library Services and Technology Act (LSTA) program. This evaluation will highlight effective past practices, assess the efficacy in Implementing the stated activities and assess the impact that the expenditure of LSTA funds has had on the Ohio library community and their users. The key findings and recommendations from the evaluation study will be used in developing the next five-year plan.

**Background:**

Since the 1960s the federal government has had a program which directs federal funds to the states to enhance the development of library services. This program has gone through several name changes and over the years various priorities have been emphasized. The most recent iteration is the Library Services and Technology Act (LSTA). This act directs federal funds to be used by all types of libraries for two primary purposes – support of technology initiatives to help libraries connect users to the digital world and support for initiatives to assist populations having difficulties accessing library resources.

Section 9134( c ) of IMLS’ authorizing legislation directs State Library Administering Agencies to “independently evaluate and report to the IMLS Director regarding the activities assisted under this subchapter, prior to the end of the 5-year Plan”. The State Library of Ohio has conducted three evaluations to date.

The State Library is currently beginning the evaluation for the 2013-2017 LSTA Five Year Plan. Under the current LSTA Five Year Plan the State Library has four broadly stated goals. These are:

Goal 1: Learning: Engaging and empowering learning experiences: The State Library of Ohio supports programs and experiences that assist libraries in preparing individuals to be active learners and full participants in the local communities and the global society.

Goal 2: Community: Community anchor institutions: The State Library of Ohio promotes libraries as strong community anchors that enhance civic engagement, cultural opportunities and economic vitality.

Goal 3: Content: Discovery of knowledge and cultural heritage. The State Library of Ohio supports exemplary stewardship of library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

Goal 4: Access: Sustain access to knowledge. The State Library of Ohio works to sustain and increase access to information and ideas.

Each goal has a number of activities listed to address the stated state goal and federal purpose. The complete [LSTA Five-Year Plan 2013-2017](https://library.ohio.gov/documents/lsta-five-year-plan-2013-2017/)can be found on the State Library website. Additionally, more information about the Ohio LSTA Program can be found on the [website](https://library.ohio.gov/services-for-libraries/lsta-grants/).

**Description of the State Library**

Founded in 1817 with a collection of 509 books, the State Library of Ohio was established to provide research and information services to state government and agencies. In 1895 the State Library opened its collection to the citizens of Ohio. Since its establishment the State Library has grown to a collection of more than 2 million books, journals, newspapers, e-publications, and government documents. Through participation in various online bibliographic networks the State Library provides materials to other libraries across the state and the nation. In addition, the State Library acts as a liaison between state government and the libraries in Ohio. The State Library is responsible for administering the federal Library services and Technology Act (LSTA) funds, helping Ohio libraries apply for grants, developing programs, and evaluating resources. The State Library provides a wide array of development services to the libraries of Ohio.

The vision of the State Library of Ohio is a *Smarter Ohio* where every Ohioan can access the necessary resources to be engaged citizens, excel at their jobs, participate in the workforce, and pursue their passions and interests.

Mission: The State Library of Ohio ensures a smarter Ohio by managing the delivery of services through three channels:

* Directly, by building and managing quality collections and providing hands-on service to state government
* Cooperatively, through collaborative efforts and information sharing networks within the library community
* Virtually, through online and on-the-go access to expert assistance, digitized resources, and a vast selection of electronic materials

A Board of five members appointed by the State Board of Education governs the State Library. For more information regarding the State Library, please visit the website.

**Scope of Work:**

The State Library seeks a consultant who will perform a retrospective assessment, process assessment and prospective analysis of the Ohio LSTA 2013-2017 Five- Year Plan. Specifically, the State Library is seeking a consultant to address the following:

1. A general assessment of the goals expressed in the Ohio Five-Year Plan and progress made toward each goal. Where progress was not achieved as anticipated, an assessment of contributing factors should be included.
2. An assessment of the extent to which the Five-Year Plan activities achieved results that address national priorities associated with the Measuring Success focal areas\* and their corresponding intents.
3. Identification of major constituencies receiving substantial focus through Five Year Plan activities\*\* and an accounting to what extent each group was reached.
4. A review of how data from the old and new State Program Report (SPR) and elsewhere was used to guide activities in the Five-Year Plan.
5. Identification of changes made to the Five-Year Plan and why this occurred.
6. A discussion of how and with whom data from the old and new SPR as well as other evaluation resources was shared.
7. A review of the LSTA funds used internally by the State Library to advance the goals of LSTA and those funds used for statewide projects and the statewide impact these programs and projects are having, and a rationale for their continuation or reduction/elimination in future LSTA Five Year Plans.
8. An assessment of the competitive grant process and its relevancy for future LSTA Five Year Plans.

**Proposal Requirements:**

Consultants responding to this RFP must provide the following information:

1. Work Plan: The proposal must contain a concise description of how the consultant intends to address the 8 areas identified in the Scope of Work above. A project timeline should be included indicating major project milestones.
2. Relevant Experience: Consultants must demonstrate that they possess the expertise and resources to perform the services proposed. The State Library seeks a consultant with considerable experience in and knowledge of performance-based assessment. Knowledge of Ohio libraries and the LSTA program is also highly desirable. The qualifications of all key personnel should be included in the proposal. In addition, two professional references from organizations for which the consultant has provided services should be included in the proposal.
3. Budget: All proposals must include a budget detailing the costs to complete the scope of work. Please provide an estimate of the number of consultant hours and the rate per hour. Any travel, which is a part of the normal scope of work, will be at the consultant’s expense. Once a budget for the project is accepted, no additional funds will be authorized in support of the proposal’s activities.
4. Federal Tex Identification Number: The proposal should include a completed and signed IRS Form W-9.
5. If consultant has an IRB certification, please include.

**Deliverables:**

The selected consultant must deliver the following products during the course of the study:

1. A written progress report presented at a meeting of State Library LSTA staff and other invited staff describing preliminary findings. This progress report should occur at approximately the mid-point of the study.
2. A written, final report presented at the January State Library of Ohio Board meeting. Members of the LSTA Advisory Council will also be invited to attend. The final report should include at least the following sections:

Background

Evaluation Summary

Study methodology and data collection techniques

Data analysis

Findings

Discussion

Recommendations

All deliverables and data generated by the consultant remain the property of the State Library of Ohio. The consultant may not use the data for purposes other than the study without written permission of the State Library.

**Proposal Submittal Instructions:**

Proposals are due to the State Library no later than 4 p.m. July 1, 2016. Completed proposals should be e-mailed to Jamie Pardee, [jpardee@library.ohio.gov](mailto:jpardee@library.ohio.gov) Questions may be submitted to J. Pardee by June 17, 2016.

It is expected that a contract will be awarded in July 2016 and that the study will be completed by February 28, 2017.

**Review Process:**

Criteria for review of the proposals includes cost, relevant experience, and proposed methodology for completing the scope of work. A sub-committee of the LSTA Advisory Council and State Library staff will review the proposals. The State Library reserves the right to reject any or all proposals or not award a contract. The State Library reserves the right to negotiate terms and costs of any proposal.

\*Measuring Success Focal Areas

● Lifelong Learning

- Improve users’ formal education

- Improve users’ general knowledge and skills

● Information Access

- Improve users’ ability to discover information resources

- Improve users’ ability to obtain and/or use information resources

● Institutional Capacity

- Improve the library workforce

- Improve the library’s physical and technological infrastructure

- Improve library operations

● Economic & Employment Development

- Improve users’ ability to use resources and apply information for employment

support

- Improve users’ ability to use and apply business resources

● Human Services

- Improve users’ ability to apply information that furthers their personal, family, or

household finances

- Improve users’ ability to apply information that furthers their personal or family

health & wellness

- Improve users’ ability to apply information that furthers their parenting and

family skills

● Civic Engagement

- Improve users’ ability to participate in their community

- Improve users’ ability to participate in community conversations around topics of concern.

\*\*Constituency groups

Library workforce – current and future

Individuals living below the poverty line

Individuals that are unemployed/underemployed

Ethnic or minority populations

Immigrants/refugees

Individuals with disabilities

Individuals with limited functional literacy or information skills

Families

Children(aged 0-5)

School aged youth (aged 6-17)