

**Idaho Commission for Libraries
Request for Quotes
Statewide Resource Sharing Needs Assessment**

PURPOSE

The Idaho Commission for Libraries (ICfL) intends to award a contract for professional services to identify the needs of the Idaho library community within the scope of Access as outlined in the Goal and Objectives.

BACKGROUND INFORMATION

Building the capacity of libraries to better serve their clientele – this is the mission of ICfL. One program that contributes to the mission is Libraries Linking Idaho (LiLI). LiLI is a group of projects and services that bring networked library service to the residents of Idaho. The LiLI program fosters collaboration among libraries for interlibrary sharing, keeping up with technology trends, and developing cooperative services like group subscriptions for digital content and access to physical collections.

Since 2004, many Idaho libraries have been taking part in LiLI Unlimited (<http://libraries.idaho.gov/liliu>), a statewide group subscription to tools that support resource sharing of physical library materials. The costs to support the service are shared among the participating libraries and ICfL. The LiLI Unlimited program includes access to interlibrary loan and cataloging services to facilitate the discovery and delivery of materials. LiLI Unlimited started with a 2003 Pilot Project that showed a need for assisting Idaho libraries to move to electronic interlibrary loan tools. The report from that pilot project is available at <http://libraries.idaho.gov/files/rs-project-report.pdf>. Now, in 2015, ICfL staff recognize that the program may not be sustainable long term. Reasons include:

- An improvement in access to cataloging records from other sources at lower costs for some libraries,
- A movement away from interlibrary loan for some libraries, and
- Ongoing budget limitations that do not keep up with the rising costs for access to our current electronic interlibrary loan tools.

To move forward, the ICfL must better understand the overall needs of the library community in regard to the agency's strategic issue for access and related objectives. The ICfL Strategic Plan 2015-2018 includes a strategic issue of Access:

What can the Idaho Commission for Libraries do to help Idaho's libraries not only sustain but also increase equitable and convenient public access to information and library services?

Within that part of the plan are a goal and two objectives that address access to information within the scope of the LiLI program:

Goal: Awareness and understanding of the disparate ways information is accessed and processed create useful and valued library services.

Objective 1 – Provide, support, promote, and encourage access to information and library services

Objective 3 – Develop innovative methods of service delivery.

DESIRED OUTCOMES

As a result of the assessment, ICfL staff anticipate they will have:

- An understanding of the barriers to and opportunities for providing access to content for Idahoans through resource sharing and access services in Idaho's libraries, including:
 - The library community's top needs to meet their customers' requests for information or content access,
 - The role academic libraries in Idaho would like to play in a resource sharing relationship with non-academic libraries in the state, and
 - The obstacles to and opportunities for resource sharing and access identified by Idaho libraries.
- Data describing the current state of resource sharing among Idaho's libraries, including:
 - How often patrons need something they can't find locally,
 - How often libraries borrow materials from libraries inside and outside Idaho,
 - The types of materials borrowed by libraries (fiction, non-fiction, etc.), and
 - How Idaho's situation compares with other states of similar characteristics.
- A list of recommended characteristics, functionalities, and/or activities to meet the needs or overcome barriers to achieving the Access goal with estimated costs.

DELIVERABLES

A report before July 10, 2015 stating:

- The findings suitable for distribution to the Idaho library community, legislators, and funding stakeholders,
- An Executive Summary of the findings,
- A list of recommended next steps for ICfL, and
- Complete survey data and user comments collected as a part of the project activities.

The Commission will support the successful proposer by providing, if needed:

- Assistance in locating venues for meetings,

- Contact information for members of the library community,
- Assistance in the development of the final implementation plan for the needs assessment, and
- Input to finalize format and refine characteristics of deliverables before implementation.

TIMELINE

Quotes must be received by 5:00 p.m. local Mountain Time on Wednesday, February 18, 2015. The Idaho Commission for Libraries reserves the right to reject any or all quotes. A recommendation regarding the award of contract is expected to be made by Thursday, February 26, 2015.

CONTACT FOR THIS RFQ IS:

Sandy Hetzel, Buyer
Idaho Commission for Libraries
325 W. State St.
Boise, ID 83702
Fax: 208/334-4016
E-mail: sandy.hetzel@libraries.idaho.gov

INSTRUCTIONS AND SUBMISSION OF QUOTE

Quotes may be submitted manually or electronically. Electronically submitted quotes must be submitted through IPRO, the state's e-Procurement provider, at <https://purchasing.idaho.gov/iprologin.html>.

A complete quote must include:

- A description of a proposed process to achieve the desired outcomes, including
 - Methods for collecting information (e.g. survey, site visits, focus groups, etc.),
 - Estimated number, frequency, and location of any visits with a focus on statewide representation,
- Description of experience facilitating a needs assessment,
- Estimated timeline for implementing the needs assessment,
- Proposed budget for completion of the project. Budget must be fully burdened (e.g. travel, postage, printing, etc.) *Total payment cannot exceed \$15,000.*
- Contact information for three references who can speak to the proposer's experience in a similar project,
- Mandatory Pricing Sheet,
- Cover letter including the following:

- Identification of the offerer's corporate status. Offerers must include their tax identification number. The offerer must be a legal entity with the legal right to contract,
- A declarative statement of the offerer's compliance with affirmative action and equal employment regulations,
- A declarative statement that the offerer is not currently suspended, debarred or otherwise excluded from federal or state procurement and non-procurement programs,
- A declarative statement affirming the offer will be firm and binding for sixty (60) days from the RFQ closing date, and
- A declarative statement indicating the offerer's acceptance of and willingness to comply with the requirement of the RFQ and attachments, including but not limited to the State of Idaho Standard Contract Terms and Conditions available online at [http://purchasing.idaho.gov/pdf/terms/standard terms and conditions.pdf](http://purchasing.idaho.gov/pdf/terms/standard%20terms%20and%20conditions.pdf).

Enter your Total Cost on the Mandatory Pricing Sheet, and fax, email, mail, hand-deliver/courier or submit your quote via IPRO (<http://purchasing.idaho.gov>) so that it is received at the Idaho Commission for Libraries, 325 W. State St., Boise, ID 83702, Fax: 208/334-4016 or emailed to sandy.hetzel@libraries.idaho.gov prior to the deadline established above.

Quotes submitted by any means other than IPRO must be accompanied by a signed State of Idaho Signature Page.

If submitting via IPRO enter your Total Cost on the Mandatory Pricing sheet *and* UPLOAD with all required documents.

PAYMENT

Payments to the awarded offerer will be made upon receipt of an invoice on the following schedule:

- 10% when final contract is signed by both parties,
- 40% when deliverables, format, and timeline are finalized and collection of data has begun, and
- 50% upon receipt of final report.

This project is being funded with Federal Library Services and Technology Act Grant Funds, administered in Idaho by the State Librarian. The Federal government and the State of Idaho reserve a royalty-free, nonexclusive and irrevocable right to publish, disseminate, or otherwise use all products and materials developed under this project for their own purposes.

Request for Quotes

**Mandatory Pricing Sheet
Statewide Resource Sharing Needs Assessment**

for
Idaho Commission for Libraries (ICfL)

This Pricing Sheet must be completed in its entirety, and returned with a completed Idaho Commission for Libraries Signature Page (with a handwritten signature), required quote information, and Cover Letter by 5:00 p.m. local Mountain Time on Wednesday, February 18, 2015 in order for your quote to be considered. Pricing submitted in any other form will not be considered.

Company Name: _____

Quote Submitted By: _____

Title: _____

Phone: _____ Email: _____

Professional services to identify the needs of the Idaho library community within the Scope of Access as outlined in the Goal and Objectives. <i>(Your total cost must be fully burdened to include all costs associated with the specifications as described in the RFQ. The total cost is not to exceed the budgeted amount of \$15,000.)</i>	\$
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The Idaho Commission for Libraries reserves the right to reject any or all quotes.

Invoicing for contracted services:

1. Identification of invoicing period;
2. Total amount invoiced for the contract period;
3. Detailed description of services/products provided and total cost;
4. Name of authorized individual/contact information for Contractor.

Statewide Resource Sharing Needs Assessment - RFQ

Additional Solicitation Instructions

	STATE OF IDAHO ADDITIONAL SOLICITATION INSTRUCTIONS
Checked items are mandatory	
X	Standard Terms and Conditions and Solicitation Instructions: The current versions of the State of Idaho Standard Contract Terms and Conditions and Solicitation Instructions to Vendors are incorporated by reference into this solicitation, and any resulting contract, as if set forth in their entirety. Both documents can be downloaded at http://purchasing.idaho.gov/terms_and_conditions.html ; or copies obtained by contacting the Division of Purchasing at 208.327.7465 or purchasing@adm.idaho.gov . Failure by any submitting vendor to obtain a copy of these documents shall in no way constitute or be deemed a waiver by the State of any term, condition or requirement contained in the referenced documents; and no liability will be assumed by the Division of Purchasing for a submitting vendor's failure to consider the State of Idaho Standard Contract Terms and Conditions and Solicitation Instructions to Vendors in preparing its response to the solicitation.
X	Submission Instructions: Unless otherwise specified, you may respond to this informal solicitation electronically or manually by using one of the following methods: electronic submission via IPRO; e-mail; fax; U.S. Mail; or courier/hand delivery of your quote (including all required response documents), so that it is received at the Purchasing Activity or other designated location for receipt of quotes prior to the closing date and time. NOTE: The closing date and time is measured by the official time clock at the Purchasing Activity. See IDAPA 38.05.01.072.
X	IPRO Response: To submit via IPRO enter your cost as instructed by the solicitation documents AND UPLOAD any additional required documents.

<p>X</p>	<p>Signature Page: Unless otherwise specified, your quote must include a State of Idaho Signature Page signed by an individual authorized to bind your company to its quote. Vendors submitting via IPRO are not required to include a Signature Page with their quote, unless the solicitation provides otherwise. By submitting electronically via IPRO, the individual submitting a response certifies that s/he is authorized to bind the vendor; that the response is submitted in accordance with all terms, conditions and other requirements of the solicitation; that s/he accepts the terms, conditions and requirements contained in the solicitation; that the response is in all respects fair and without collusion or fraud; and that the submitting vendor will sell to the State of Idaho the specified Property (goods/services) at the price indicated, under all of the terms, conditions and requirements contained in or incorporated by reference in the solicitation.</p>
<p>X</p>	<p>Validity of Quote: Your quote must be firm and binding for a minimum of 90 days, or such alternate time as designated in the solicitation document.</p>
<p>X</p>	<p>Alternate Quotes: Multiple or alternate quotes will not be accepted unless expressly allowed in the solicitation documents.</p>
<p>X</p>	<p>FOB Destination: Your quote must be fully burdened, FOB Destination to the specified delivery location, unless provided otherwise in the solicitation documents.</p>