

Request for Proposals

Oregon County Law Libraries Planning Grant

Date: February 25, 2010

Deadline for responses: March 22, 2010

A. Summary

The Oregon Council of County Law Libraries (OCCLL), representing 36 county law libraries throughout the state, received a planning grant from the Institute of Museum and Library Services through the LSTA, administered by the Oregon State Library. The OCCLL has administrative responsibility for implementing the grant project. The grant project team seeks the services of a professional library consultant who will guide the OCCLL through the planning process. The general duty of the consultant is to facilitate the accomplishment of project goals and activities. The consultant work plan is detailed in section C. below.

B. Background

The Oregon Council of County Law Libraries was formed in 1975 in order to improve the quality of county law libraries statewide and to foster communication and cooperation. In Oregon, circuit court civil filing fees are the sole funding source for the county law libraries. This system results in wide revenue disparities as you move from urban to rural counties. Accordingly, the level of services available in each county varies greatly. This project is premised upon the idea that in order to improve and extend law library services *across the board*, resources must be maximized through resource sharing, joint purchasing, and other cooperative arrangements.

C. Scope of Work

- *Communicate*

Help to build and maintain a communication network composed of stakeholders, project participants, and other interested parties, keeping everyone involved in the process as appropriate.

- *Data Collection*

Gather qualitative and quantitative data on county law libraries including revenue and trends, staff, collections, operations, and resources.¹

- *Forums*

Plan, organize and carry out (with OCCLL assistance) a number of forums in locations around the state. These regional forums will solicit similar information and will address local perceptions about relevant issues including: facilities, collections, and other resources; staff; any service delivery barriers; *and* other concerns and information.

- *Data Analysis*

Compile the data emerging from forums, surveys, and interviews and analyze the data in a report that compares current needs with available resources.

- *Planning Committee*

Present report on the data to the *County Law Library Planning Committee*,ⁱⁱ participate in committee meetings; help prepare and provide materials for members; assist with developing service plan options; help answer questions related to the means to accomplish the goals and activities of the service plan (for example, “*what type of organizational structure might be created to facilitate a joint purchase agreement?*”); advise on the preparation of a continuation grant if applicable.

- *Final Report*

Prepare a final written report to OCCLL addressing the state of county law library service in Oregon; the options for improving service delivery throughout the state; other recommendations; conclusions.

D. Selection Process/Proposal Submission:

The OCCLL encourages all who may be qualified to contract for this project to submit a proposal containing a brief indication of interest in and understanding of the project, description of their proposed work, their bid/offer,ⁱⁱⁱ their qualifications, and their relevant experience.^{iv} Please include references. Send to mrenick@co.marion.or.us or mail to *Martha Renick, Marion County Law Library, P.O. BOX 14500, Salem, OR 97309*. Proposals are due **March 22, 2010**.

The OCCLL will select a contractor whose bid/offer is responsive to the solicitation and is most advantageous to OCCLL with regard to price, quality, and other factors considered. The selected candidate will be asked to enter into a professional services agreement with Multnomah Law Library, fiscal agent for the project. OCCLL reserves the right to reject all proposals and repost if necessary. For additional information about the RFP, please visit our website at www.occll.org/RFP2010.php or send your questions to Martha Renick at mrenick@co.marion.or.us.

ⁱ OCCLL can provide prior data from its biannual surveys.

ⁱⁱ OCCLL is currently working on the composition of this committee.

ⁱⁱⁱ Show the breakdown of your total bid by providing costs for discrete components. For example, survey costs, travel, supplies, and meeting facilitation.

^{iv} Please highlight any experience involving law libraries or business and organizational planning.