Request for Proposal (RFP)

Leadership Training

Leadership Institute Oregon Library Association (LIOLA)

**Background**

The fourth Leadership Institute of Oregon Library Association (LIOLA) will be held on-site for the initial two days with virtual session follow-ups planned within the next few months. At this time, efforts are being undertaken to identify a site where the institute can be held within the last two weeks of July 2023.

**Summary**

The Leadership Institute goals are to provide the participants with the following:

\* Increased self-confidence and leave better equipped to be strong library leaders within an equity, diversity, inclusion and antiracism framework.

\* Identify goals and learn strategies to utilize their strengths to cultivate advocacy and empowerment movement.

\* Have a support system of trusted library relationships to help them accomplish goals.

\* Have a concrete action plan and toolbox to help them accomplish results.

20 to 25 participants will be assigned a cohort and two mentors who work with them throughout the institute and during follow-up meetings and contacts after the institute.

**Objectives**

OLA plans to procure services of an experienced and qualified trainer and facilitator to assist with the redesign of training content and facilitate the 2023 Leadership Institute of OLA (LIOLA). The intent of the LIOLA program is to support the leadership development of library professionals working across the state of Oregon and build a network of colleagues. OLA is seeking a blended learning approach, offering 2 full days of in-person learning in late July, along with 2-3 half-day virtual follow-up sessions.

**Guidelines & Expectations**

Below are the guidelines OLA anticipates the chosen facilitator will adhere to. However, the facilitator may submit an alternate proposal that is designed to creatively meet the expectations and challenges listed above.

* Work closely with the OLA Leadership Committee to review past LIOLA curriculum and assist to reinvigorate and redesign the content.
	+ Provide a monthly progress report to the Leadership Committee.
* Content will need to be customizable and relevant to participants working in all positions or types of library work.
* Assist in development and delivery of a 3-hour mentor training prior to LIOLA.
* Facilitation of the in-person learning days in late July, as well as 2-3 half day follow-up sessions to be held virtually.
* Possible institute topics are not limited to but may include the following:
	+ Exploration of individual leadership strengths
	+ Change management
	+ Coaching staff
	+ Facilitation
	+ Employee recognition, encouragement, and motivation
	+ Communication and engagement
	+ Collaborative leadership & problem solving

**Project Timeline**

The anticipated start date for the project is to begin in late December 2022 and run through November of 2023.

* Mid-December/early January: Trainer begins works
* January through June: Content review and program development
* June: Help facilitate mentor training
* Last two weeks of July: Facilitation of the 2 day in-person learning session
* August through November: Facilitation of 2-3 virtual learning sessions

**Proposal Requirements**

Potential trainers should submit a written proposal to OLA by the November 15th deadline for full consideration. The proposal should include:

● General information and background on the trainer. Individual consultants should provide a CV; firms should provide the CV of key personnel proposed along with a corporate profile;
● A list of previous clients, with specific experience in international contexts and/or with nonprofit clients highlighted;
● Specific information regarding vendor’s approach to diversity, equity, and inclusion (DEI) issues, noting any experience with clients working in contexts where cultural competence is a key requirement for effective leaders;
● Compensation: project rate (daily, hourly…) for each component of the proposed work to support this RFP and any other costs;
● Please indicate if you have other major contractual commitments of any key personnel that would prevent reasonable completion of any institute component during the performance period.

\* Acknowledgement that all content developed and presented during the Institute is the property of Oregon Library Association.

**Contact Details and Submission Deadline**

Please submit proposals via email to Courtney Gill at liola@olaweb.org. All proposals in response to this RFP are due no later than 5pm PDT November 15, 2022. Early submissions are encouraged. Evaluation of proposals will be conducted from November 16 until November 30, 2022. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified. The selection decision for the winning bidder will be made no later than November 30, 2022.

OLA will evaluate bids based on the vendor’s ability to meet the description of product needed, experience and price. OLA reserves the right to reject and all bids. OLA reserves the right to consider bids for modification at any time before a contract is awarded. OLA should not be liable for any costs associated with the preparation, transmittal, or presentation materials submitted in response to the RFP. Proposals are expected to be binding for 30 days from the published response date.

Bidders must provide disclosure of any known past, present or future relationships with any parties associated with OLA. For example, applicants should disclose if a member of their Board is also a member of OLA’s Board currently or in the past. The bidder also certifies that the prices offered were arrived at independently and without the purpose of restricting competition with other offerers, including but not limited to subsidiaries and that prices have not been and will not be knowingly disclosed to any other offerer unless required by law. Failure to comply with these requirements may result in OLA having to re-evaluate the selection of potential bid.

**Information about OLA**

Oregon Library Association (OLA) provides advocacy, education, leadership, and collaboration to continually strengthen Oregon’s libraries and the communities we serve.

OLA is incorporated as a non-profit organization under the laws of Oregon. The object of the Oregon Library Association is to promote and advance library service through public and professional education and cooperation.

For more information about OLA, please visit: <http://olaweb.org>