Request for Proposals:
Needs Assessment of Oregon Libraries
Due: November 14, 2014

Objective

The Oregon Community Foundation (OCF) seeks bids for a needs and opportunities assessment of Oregon's public libraries. A consortium of funders is interested in learning how best to support Oregon's library system as they address the future challenges of serving a diverse public. The purpose of this needs assessment project is to answer the following questions:

1. What are the roles that Oregon's libraries currently play in their communities (e.g., education and literacy, civic and community engagement, economic and workforce development)?
2. What role do libraries play specifically in the early childhood system (e.g., early childhood education, early childhood health and well-being, parenting education) in Oregon?
3. What promising practices, programs, and strategies are Oregon's libraries using to fulfill these roles?
    a. How do Oregon libraries measure the success and impact of their programs?
    b. How can the spread of these promising programs be encouraged?
    c. What are the challenges faced by Oregon's libraries to fulfilling these roles?
4. What can we learn from libraries nationally? Specifically:
    a. Are there any promising practices, programs, and strategies from outside of Oregon as related to the roles of libraries outlined above?
    b. Could these approaches work for Oregon libraries?
    c. Are there other roles that libraries are playing in order to contribute to resilient communities of the future?

Project Methodology

Interested bidders should propose the methodology they believe will best answer the above research questions. However, OCF anticipates that the study design will include data collection from Oregon's libraries including surveys, interviews, and document review. In addition, the project should include a secondary analysis (for example, utilizing a literature review and/or key informants) of library practices nationally.

Desired qualifications

Competitive applicants should possess the following qualifications:

- Experience designing and conducting needs assessments

- Experience with qualitative methodologies including stakeholder interviews
- Experience with survey design and administration
- Familiarity with the nonprofit sector, libraries, literacy, and/or early childhood
- Strong written and verbal communication skills
- Located in, or experienced working in, Oregon

Timeline

November 14, 2014: Proposals due
December 15, 2014: Contractor selected
May 15, 2015: Draft report due
June, 2015: Presentation to OCF and other interested funders
June 30, 2015: Final report due

Budget

Proposals should outline a budget of no more than $20,000 for this project.

Proposals

Proposals should not exceed 10 pages. Interested bidders must include the following in their proposal:

- Project approach and methodology: Describe how you would approach this project, including your approach to the data collection, analysis, and reporting components of the project. Describe your proposed methodology, including the types and number of respondents you recommend for interviews; a description of the content, sample, and administration methods for any proposed surveys; and other proposed data collection activities. Also describe how you will synthesize and analyze the information gathered.
- Qualifications: Describe your experience conducting similar projects and your experience working with libraries and/or other community based organizations.
- References: Include three references who can speak to your experience conducting similar work.
- Budget: The budget should detail labor expenses (including estimated number of hours and hourly rates), travel, and all other anticipated expenses.
- Writing sample (not included in 10 page limit): Please include a writing sample that demonstrates your ability to communicate findings and/or recommendations.
- Resume or curriculum vitae (not included in 10 page limit).

Proposals are due by 4:30 PM on November 14. Proposals may be emailed to kkilchenstein@oregoncf.org or delivered to:

Kirsten Kilchenstein, Donor Relations Officer
The Oregon Community Foundation
1221 SW Yamhill, Suite 100
Portland, OR 97205

Any questions about this RFP can be directed to Kirsten Kilchenstein at 503-227-6846 or kkilchenstein@oregoncf.org.