



RFQ for Skills Audit Research Project

Research, Recommendation, and
Implementation of College Library Staff
Skills Audit

OCLS RFQ #2015-003

October 2015

All information contained within this document should be considered confidential and is provided to give bidders an understanding of the Ontario Colleges Library Service requirements.

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1. INTRODUCTION

1.1 Ontario Colleges Library Service and College Libraries

The Ontario Colleges Library Service (OCLS) was established in 2009 as a non-profit corporation to provide a suite of core and opt-in services to the libraries and learning resources/learning commons (college libraries) of each of Ontario's 24 publicly-funded colleges of applied arts and technology, including two French language colleges.

Heads of Libraries & Learning Resources (HLLR) is comprised of the directors (or designates) of libraries and learning resources/learning commons (college libraries) of each of Ontario's 24 publicly funded colleges, and serves as an advisory group to OCLS.

One of OCLS's core services is research, as defined and recommended by HLLR, undertaken to allow the colleges to maintain currency. OCLS works with the HLLR Research Panel on the definition of research projects and on the review of research findings and project deliverables.

1.2 Skills Audit Project Background

The Heads of Libraries and Learning Resources (HLLR) leads in creating transformative 21st century member libraries by leveraging a shared platform of information resources, expertise and trusted relationships. It encourages and sustains cost-effective partnerships to achieve collaboratively what cannot be accomplished singularly. One of HLLR's key actions this year will be to determine priorities for staff professional development and joint college initiatives and partnerships through a skills inventory. The libraries of each of Ontario's 24 publicly funded colleges are staffed differently, with a range of report structures and staffing levels appropriate to the needs of their institution.

HLLR and OCLS wish to undertake a skills audit of library staff to determine the professional development needs/interests of the member libraries.

In addition, the research/survey will provide information on where there may be staff with particular subject or technology expertise, who may then be contacted for assistance or may have an interest in participating in special projects with another library or consortially.

The final result of the project will be a staff skills database accompanied by recommended solutions for ongoing maintenance of the database.

2. BIDDING PROCESS

2.1 Intent to Respond

Send a confirmation of your intent to submit a proposal by November 9, 2015, as noted in the Schedule (Section 2.3). Please include the name, title, and contact information for the company representative with whom we will communicate, and send via email to:

Attention: Jan Dawson,
Services and Communications Coordinator
Ontario Colleges Library Service
Email: jdawson@ocls.ca
Phone: 647-722-9328

Ontario Colleges Library Service
74 Gervais Drive
Toronto, ON M3C 1Z3

2.2 Bid Submission

Two copies, one with original signature, are to be submitted in writing and sent via courier (with signature required) or delivered in person to:

Ontario Colleges Library Service
74 Gervais Drive
Toronto, ON M3C 1Z3

Attention: Jan Dawson,
Services and Communications Coordinator
647-722-9328

Bids are to be received on or before: **Sunday, November 22, 2015 at 5:00pm**

Bids received after the deadline will not be considered.

Bids must be valid for 90 days from the date bids are due.

Additionally, a follow up electronic copy of the bid is requested and should be sent to:

Attention: Jan Dawson,
Services and Communications Coordinator
Ontario Colleges Library Service
Email: jdawson@ocls.ca; Phone: 647-722-9328

2.3 Schedule

Date	Event
October 21, 2015	RFQ issued and distributed
November 9, 2015	Intent to Respond submitted by bidders
November 15, 2015	Last date for questions from bidders
November 19, 2015	Formal response to all questions submitted by bidders
November 22, 2015 at 5:00pm	Proposals are due
November 23-25, 2015	Evaluation and recommendation approval period
November 26-30, 2015	Contract negotiation
December 1, 2015	Announcement of successful bid and start of project

During the evaluation period, OCLS may request clarifications from and a meeting with bidders.

OCLS, on behalf of HLLR, requests that the research be carried out as soon as possible in order to provide critical information for decisions being made during the next fiscal year.

Dates subsequent to the bids being submitted are estimates only and are subject to modification without notice to bidders.

All firms that submit bids will be informed of the winning bid. The winning bidder will receive a formal award letter.

2.4 Bid Formats

All responses must include the following elements:

- Bidding Form (Section 5) (Note: Form requires signature)
- Executive Summary
- Project plan with description of proposed methodology and schedule of work
- Cost proposal with pricing for project components as appropriate
- Company profile

- References

All responses require two copies to be submitted in writing to the OCLS offices.
One original is required of:

- Bidding Form (Section 5) (Note: Form requires signature)
- Complete response, including cost proposal.
- All appendices

In addition, a complete copy of the bid submission is required by email and should be sent to Jan Dawson at jdawson@ocls.ca.

Bid responses are subject to the *Freedom of Information and Protection of Privacy Act*. Any information that the bidder regards as confidential must be in a separate appendix that is labeled as confidential. OCLS shall endeavour to honour such confidential designations to the extent allowed under the appropriate legislation.

2.5 Questions

Questions about the contents of this document should be submitted by email to:

Jan Dawson
Ontario Colleges Library Service
Email: jdawson@ocls.ca
Quote Reference in Subject Line: "OCLS RFQ 2015-003 - Skills Audit Research and Implementation"

A copy of all queries received by the deadline in Section 2.3 and OCLS's responses will be sent to all bidders confirming their intent to respond to the RFQ, as numbered updates to the RFQ document.

Bidders may not rely in any fashion on communication with any staff at OCLS or any college except through the process defined above.

2.6 Subcontracting

Bidders must clearly identify any and all subcontractors that they intend to use in supplying services to meet the obligations of the RFQ. Bidders are responsible for all work performed by subcontractors.

2.7 Bidder's Costs

OCLS and the college libraries are not liable for any costs incurred by any bidder as part of the bidding process. This includes, but is not limited to, costs to prepare bids, visits to OCLS, and legal or other costs.

2.8 Agreement

OCLS intends to negotiate an agreement with the winning bidder. This RFQ, any amendments to it, and the bidder's full response shall form part of the agreement. In the event that a mutually satisfactory agreement cannot be reached with the selected bidder, OCLS reserves the right to open negotiations with other bidders.

2.9 Evaluation

Proposals will be evaluated on completeness and compliance with the Scope of Work (Section 3), experience with related work, references, project timeframe and schedule, and prices.

The HLLR-OCLS Skills Audit Task Force will make selection of a preferred consultant. The evaluation process will use information drawn from the written submission portion of the proposal, and information supplied by references.

The lowest-cost proposal or any proposal will not necessarily be accepted. OCLS reserves the right to waive any requirement if this is in the best interests of the college libraries.

3. SCOPE OF WORK

3.1 Goals of the Research

The primary goal of the applied research project is to identify best practices, conduct a skills audit survey, and develop a college staff skills database.

3.2 Scope of Research

The research should:

- Identify and examine existing initiatives undertaken by academic libraries or library consortia for conducting a skills competencies audit
- Identify platforms/software/solutions capable of housing the skills database
- Identify the potential costs or sources of potential costs for sustainability
- Implement the skills competencies audit
- Implement the skills database
- Make recommendations for ongoing maintenance

3.3 Methodology

Develop a detailed project plan that demonstrates how the goals, priorities, and deliverables will be met.

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The HLLR-OCLS Skills Audit Task Force will endeavour to provide research, resources, models, or information already available regarding the needs of Ontario college libraries, known resources, and contacts as required.

3.4 Deliverables

A detailed project plan to achieve the research goals and meet the desired scope as outlined in Sections 3.1 and 3.2 for committee review and approval.	Early December, 2015
Development of requirements for skills database platform, implementation of environmental scan, and initial report with pro/cons, costs, and recommendations for a platform.	Mid December, 2015
Lists of survey or interview questions for collecting information from the Ontario college libraries and for contacting other academic libraries or consortia.	Early January, 2016
Distribution of skills audit survey.	Early to mid January, 2016
Collection and analysis of skills audit results.	Early February, 2016
Creation and population of the skills database.	Mid February, 2016
Creation of skills database orientation video for college staff.	Late February, 2016
Final report on recommendations for sustainability and ongoing maintenance.	Mid March, 2016

The final slate of deliverables and timeframe will be negotiated with the successful bidder as part of the contracting process.

3.5 Timeframe

Time is of the essence for the completion of this research, as the findings will provide critical information for decisions being made during fiscal year 2016/17.

4. GENERAL REQUIREMENTS

4.1 Bid Contact Person

The bidder shall provide a single person to whom all requests for clarifications or additional information may be addressed. Name, telephone, fax, and email contact information is required.

4.2 Company Profile

The bidder shall provide a brief profile of your company and information demonstrating relevant experience and qualifications.

4.3 References

Bidder shall provide three references for work requiring similar knowledge and capacity. Contact information for each of the three references shall be provided.

5. BIDDING FORM

OCLS PROPOSAL #2015-003 – Skills Audit Research and Implementation

Bidder:

Company Name:

Address:

Signature of Signing Officer:

Print Name / Title of Signing Officer:

Bid Contact Person:

Telephone / Fax / Email for Contact:

Date Bid is Valid until (DD/MM/YYYY):

In order to ensure that all bids are based on the same terms, bidders should list all bid revisions or updates that they have received and whose terms are incorporated in their bids.

List Bid Revisions / Updates:

APPENDIX A – Ontario Colleges – Main campus

College	Main campus
Algonquin College	Ottawa
Collège Boréal	Sudbury
Cambrian College	Sudbury
Canadore College & Nipissing University	North Bay
Centennial College	Toronto
La Cité collégiale	Ottawa
Conestoga College	Kitchener
Confederation College	Thunder Bay
Durham College & University of Ontario Institute of Technology	Oshawa
Fanshawe College	London
Fleming College	Peterborough
George Brown College	Toronto
Georgian College	Barrie
Humber College & University of Guelph-Humber	Toronto
Lambton College	Sarnia
Loyalist College	Belleville
Mohawk College	Hamilton
Niagara College	Welland

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Northern College	Timmins
St. Clair Collège	Windsor
St. Lawrence College	Kingston
Sault College	Sault Ste. Marie
Seneca College	Toronto
Sheridan College	Oakville