



RFP: Research Consultant for the Ontario College Libraries Assessment Research Project – Phase One

Ontario Colleges Library Service (OCLS)

SUMMARY

OCLS and the college libraries are looking to engage a consultant to conduct a literature review and environmental scan of academic library quality assessment efforts and initiatives. This research is the first step in a broader project to identify and recommend a framework for quality assessment for Ontario college libraries.

INTRODUCTION

Ontario Colleges Library Service

The Ontario Colleges Library Service (OCLS) is a non-profit corporation that provides a suite of core and opt-in services to the libraries/learning resource centres of Ontario's 24 publicly funded Colleges of Applied Arts and Technology.

HLLR (Heads of Libraries and Learning Resources)

HLLR is an operating group of [Colleges Ontario](#). HLLR's mandate is to advocate on behalf of students for the best possible college library services and resources, to provide a forum for the discussion of issues, trends, and concerns related to the field of learning resources in Ontario Colleges, to promote professional collaboration and development within our libraries / learning resource centres, and to collect and publish data that will support advocacy and professional leadership goals.

The HLLR Assessment Committee

The overall mandate of the HLLR Assessment Committee is to identify and recommend to HLLR a framework and strategy for quality assessment and metrics that will demonstrate the value of the services and resources of HLLR member college libraries to the academic agenda of Ontario colleges.

Committee objectives include:

- Provide continuity of statistical data collection for HLLR member libraries through the HLLR statistical survey data until further assessment projects are identified and launched
- Research and examine broader areas of library assessment, including quantitative and qualitative metrics, that demonstrate the value of library resources and services to the colleges, and determine if applicable and desirable for recommendation to HLLR
- Conduct research study and an environmental scan to identify existing and newly developing library assessment initiatives (including existing statistical projects and efforts by HLLR member

libraries); best practices; areas for collaboration and expansion of efforts.

- Identify and explore options for enhancing HLLR statistics from a paper report to more dynamic and meaningful data format that can be used to answer questions and represent library value.

College Libraries Assessment Research Project - Phase One Project Description

The primary purpose of the College Libraries Assessment Project is to assist Ontario College libraries to identify and recommend to HLLR a framework for quality assessment. The assessment framework will provide meaningful qualitative and quantitative metrics that demonstrate to stakeholders the value of the library to the colleges and their students, faculty, and staff.

As a first phase of the project, the college libraries would like to engage a consultant to conduct a literature review and environmental scan of similar academic library quality assessment efforts and initiatives. The data reports, analyses, and preliminary recommendations of this first phase will inform future planning of the Colleges Libraries Assessment Research Project.

Invitation to Apply

HLLR and OCLS are seeking proposals from qualified consultants to:

- Undertake a literature review to determine what has been published regarding library assessment frameworks and initiatives, particularly of academic libraries including consortium initiatives.
- Undertake an environmental scan of academic library assessment initiatives:
 - Within HLLR, including existing statistical data collection
 - Within individual Ontario college libraries;
 - Within academic libraries in Ontario and other provinces;
 - Within ACRL frameworks and other relevant initiatives in North America, and key initiatives beyond North America;
 - Within commercially available products and services for library assessment and data collection.
- Provide data and analyses from literature review and environmental scan.
- Provide preliminary recommendations and a short list of assessment framework options for considered attention by HLLR Assessment Committee and HLLR members.

SCOPE OF WORK

Deliverables	Key Activities
1. Project Plan	Deliver project plan for literature review, environmental scan, data analyses and reports, and report of preliminary framework recommendations.
2. Literature Review Report	Develop annotated shortlist of key current resources relevant to Ontario college libraries.
3. Environmental Scan Results	Provide summary of findings and highlights from high level review.
	Identify best practices in successful initiatives.
4. Data analyses and reports	Present data analyses and reports based on literature review and environmental scan that will support the preliminary recommendations in the final deliverable.
5. Final report of preliminary framework recommendations, highlighted shortlist of assessment options for the HLLR Assessment Committee to explore further	Develop concise report with executive summary and charts and tables where applicable.

All deliverables will be considered finalised upon their approval by the HLLR Assessment Committee.

Timeline

Proposals are due	January 30, 2017
Selection of a successful proponent	February 3, 2017
Start of work	February 8, 2017
Deliverable 1: Project Plan	February 15, 2017
Deliverable 2: Literature Review Report	February 27, 2017
Deliverable 3: Environmental Scan Results	March 6, 2017
Deliverable 4: Data Analyses and Reports	March 13, 2017
Deliverable 5: Final Preliminary Recommendation Report	March 24, 2017
Final sign-off and end of project	March 28, 2017

GENERAL REQUIREMENTS

Proposals will be reviewed on the basis of their general quality, stated and verified ability to complete the work within the project timeline, and cost.

Specialized Knowledge and Required Skills

The following competencies are expected from successful proponent:

- Professional experience as consultant in the information/research sector
- Expertise in providing online research and information consulting services
- Experience in research industry sectorial trends
- Knowledge of academic libraries sector
- Understanding of assessment and evaluation in the context of academic libraries and post secondary education
- Excellent research skills and written communication skills

APPLICATION PROCESS

Interested and qualified candidates may apply by submitting a proposal including

- Experience and qualifications;
- Price quote; and
- Confirmed timeline to complete all deliverables

Please submit proposals to applications@ocls.ca quoting 'RFP: Research Consultant for the College Libraries Assessment Research Project - Phase One' in the subject line. Questions can be submitted via email to Jan Dawson, jdawson@ocls.ca.

OCLS reserves the right to seek clarification on any proposal submitted by a proponent to assist in making its evaluation, without notifying any other proponent of such.

Budget

The budget range for this project is \$5-\$8,000 (CDN)

All proposals should clearly demonstrate their value proposition and provide a detailed breakdown of proposed project costs against outlined deliverables. Proposals that are significantly outside the budget range should clearly identify why.

Proposal Deadline

January 30, 2017