

RFP# 2018-004: Tool Developer for Library eResources Accessibility Project (LEAP)

Ontario Colleges Library Service (OCLS)

INTRODUCTION

Ontario Colleges Library Service

The Ontario Colleges Library Service (OCLS) is a non-profit corporation that provides a suite of services to the libraries/learning resource centres of Ontario's 24 publicly funded Colleges of Applied Arts and Technology. OCLS is leading this project on behalf of College Libraries Ontario (CLO).

College Libraries Ontario (CLO), is a collaborative body comprised of the 24 Ontario College Libraries that advocates on behalf of students for the best possible college library services and resources.

Project Background

The primary purpose of the Library eResources Accessibility Project (LEAP) is to assist Ontario college libraries in upholding accessibility best practices and becoming compliant with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), particularly the January 1, 2020 deadline for ensuring the accessibility of electronic resources (IASR, 2011, s. 18(3)).

During previous project phases, the LEAP Steering Committee developed a list of accessibility criteria, a testing process, and instructional content to guide library staff through the assessment of eResources. The LEAP Steering Committee is currently evaluating a systematic scoring system to be applied to completed eResource assessments, and will provide recommendations regarding what must be included in completed assessment reports. For more information, please see the [LEAP Environmental Scan](#) and [LEAP Interim Report](#).

Tool Development Phase

The next phase of the project will focus on the development of a custom tool using Drupal that can be used by library staff to evaluate the accessibility of eResources. This project phase has two important components: (1) the development of a tool that will guide library staff through the evaluation process and capture the assessment results; and (2) the creation of a repository for completed assessment reports or report summaries that can be accessed by authorized users.

Invitation to apply

OCLS is seeking proposals from qualified consultants with the following skills and experience:

- Extensive experience developing and integrating web applications using the Drupal framework.
- Experience in developing solutions for libraries or library consortia are also highly desired, as is an excellent record of sound project management.
- Knowledge of web accessibility standards is essential.
- The ability to develop a tool to meet the technical requirements outlined in detail in the following section.

LEAP Tool Technical Requirements

- The tool will contain four testing modules. Each module will contain multiple tests designed to evaluate the accessibility of eResources based on criteria already established by the LEAP Steering Committee.
- Modules and associated tests must be structured as forms which allow for embedded instructional content, images, and links to external and internal content, and which will allow for the user to input the results of their assessment in various formats (e.g., checkboxes, multiple choice, plus short and long answer responses).
- A score must be generated based on the responses provided by a user as they move through the testing modules; therefore, the tool must include a process to apply a standardized scoring system. This would include counting failures and successes and assigning a numerical score or letter grade, as determined by the Steering Committee.
- Users should be able to save their work while completing an assessment, with the ability to pick it up and complete later. Such responses should be labeled as “draft” or equivalent.
- Assessment can be revised and edited after saving.
- The system should allow for multiple users with the potential for assessments to be shared between users.
- Once an assessment is complete, a report must be generated containing and/or summarizing the information collected in the testing modules and including the accessibility score.
- The tool must also include a repository of completed reports that can be accessed and downloaded by authorized users. There must be a way for users to search and browse completed reports.
- The tool should include a forum space for library staff to ask questions and share best practices.
- The tool must include a user dashboard that connects users to the assessment tool, documentation, the repository, their in-progress assessments, the forum space, and other information as necessary.
- The tool must allow admin-level users to edit, remove, or clone reports.
- Tool must be interoperable with existing tools and systems, including an existing SSO and an electronic resource management tool, preferably through a well-documented API interface.
- The tool must be accessible and consistent with AODA workplace standards.
- The tool must embed technical documentation and support.

Timeline

Date	Event
December 1, 2018	Notice of intent to apply due
December 10, 2018, 12:00 p.m.	Submissions are due
December 18, 2018	Selection of a successful proponent
January 2, 2019	Start of work
January 20, 2019	Deliverable 1: A detailed development plan, list of functional requirements, and development timeline to achieve the project goals and meet the desired scope for committee review and approval.
May 2019	Deliverable 2: Tool with all functional requirements developed to the satisfaction of OCLS and LEAP project manager(s).
June 2019	Deliverable 3: Live version of the LEAP tool running and acceptance testing complete.
July 2019	Deliverable 3a: OPTIONAL User testing conducted with LEAP user groups and feedback from user testing incorporated into the tool.
August 2019	Deliverable 4: End user and developer documentation complete
September 2019	Final sign-off and end of project

Dates subsequent to the proposals being submitted are estimates only and are subject to modification without notice to applicants. All deliverables will be considered finalized upon their approval by the LEAP Steering Committee and OCLS.

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.

APPLICATION PROCESS

Interested and qualified candidates may apply by submitting a proposal to applications@ocls.ca by December 10th, 12:00 p.m., quoting 'RFP# 2018-004: Consultant for Library eResources Accessibility Project (LEAP)' in the subject line.

Questions can be submitted via email to Siobán Linnen (slinnen@ocls.ca); responses to questions will be provided to all parties who have submitted their intent to apply. 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. OCLS reserves the right to not award the contract.

Application format

All responses must include the following elements:

- Executive Summary (max 1 page)
- A letter of introduction outlining relevant experience and qualifications appropriate to this project (max 2 pages)
- Current curricula vitae of the principal(s) and other key team members that the applicant proposes to employ in this project (max 3 pages)
- Project plan with:
 - description of proposed solution that achieves LEAP's goals and meets the technical requirements as outlined under "LEAP Tool Technical Requirements," above by May 15, 2019
 - list of all requirements, indicating which ones will be implemented as stated by May 15, 2019, which will be altered in the proposal, and which cannot be met
 - demonstrated understanding of our current situation and articulation of the path that will help us meet our goals and future requirements
 - OPTIONAL: a plan for conducting user testing during the tool development process. If including this in the proposal, please state relevant experience and knowledge and provide an estimate of additional costs for undertaking user testing
- Cost proposal:
 - to complete and implement all requirements as identified in the project plan above
 - to provide training, documentation
 - detail any other additional costs
- Company Profile (max 1 page)
- Descriptive examples of at least two similar engagements including the project goals, scope and the solutions employed to meet the project requirements on time and on budget (max 2 pages)
- Names and contact information for three references for whom similar work has been completed

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

Subcontractors

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

Budget

The budget range for this project is \$20,000 - \$24,500 (CAD). 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

December 10, 2018 at 12:00 p.m.