

SECTION 2

SCOPE OF PROJECT

2.0 Contractor will be required to provide professional and technical assistance to the Agency as listed herein. This list should not be considered “all inclusive”. Additional duties may be added by mutual agreement of the Contractor and the Agency. Contractor will be provided access to all work sites for purpose of setting up any required equipment and /or gaining familiarity with the facility and staff.

2.1 Evaluation Phase

- 2.1.1. Using the existing Long Range Plan, subsequently called the Plan, for the following departments of the State Library; Library Development (LDD), Montana Library Network (MLN) and the Talking Books Library (TBL), create necessary survey, measurement, and interpretative methodologies to judge the agency’s success at meeting the objectives stated in the Plan. The contractor will submit draft surveys, measurements, and interpretative methodologies to the agency for final approval.
- 2.1.2. To ascertain the success of LDD and MLN, the survey must include a series of six focus group meetings held throughout the state at previously scheduled library federation meetings or at other times. These meetings will also solicit participants’ views and opinions about the next strategic plan for these departments.
- 2.1.3. The focus meetings will be held in Missoula; Billings; Helena; Miles City; Glasgow; and Great Falls or nearby locations. These meetings will be no longer than four hours in length.
- 2.1.4. The contractor will be responsible for bringing all necessary equipment and supplies to the focus meetings.
- 2.1.5. The contractor will be responsible for all travel costs to focus meetings.
- 2.1.6. The contractor will be responsible for ensuring that the focus meeting proceedings are captured and summarized appropriately and provide copies to MSL.

- 2.1.7. The contractor is responsible for contacting the agency after each meeting to suggest changes or modifications to the meeting structure.
- 2.1.8. The survey must also include a series of focus group meetings to discuss with stakeholder groups the success of the TBL in meeting the plan's objectives. These meetings will also solicit participant's views and opinions about the next strategic plan for these departments. The focus meetings will be held in Helena and at one other site in Montana.
- 2.1.9. 2.1.4 through 2.1.8 are repeated.
- 2.1.10. The State Library has just completed major reorganizations of the Natural Resources Information System and the Library and Information Services Department. The Library wishes for the evaluator to review the new plans and structure of these departments and to give a brief progress report on accomplishing the goals as stated in the respective plans. The evaluator should plan to spend no more than one day on site for each department.
- 2.2. The contractor is responsible for preparing a draft evaluation report by July 1, 2000, to review with the study team. The report shall include a description of the study's purpose, the methodology, an executive summary, the evaluation, and a separate section to report and interpret comments from the focus group meetings about the agency's plan.
- 2.3. After comments from the team, the contractor is responsible for presenting the final study results in written and oral form to the State Library Commission at its regular August meeting.

SECTION 3

OFFEROR QUALIFICATIONS

- 3.0 The State may make such investigations as deemed necessary to determine the ability of the offeror to supply the products and perform the services specified.
- 3.1 The State reserves the right to reject any proposal if the evidence submitted by, or investigation of, the offeror fails to satisfy the State that offeror is properly qualified to carry out the obligations of the contract.
- 3.2 In determining the capabilities of an offeror to perform the services specified herein, the following informational requirements must be met by the offeror and will be weighed by the State. (Note: Each item must be thoroughly addressed. Taking exception to any requirements listed in this Section may disqualify the proposal):
- 3.2.1 Offeror shall provide a minimum of three references that are using services of the type proposed in this RFP. The references should fall within the categories identified below. At a minimum, the offeror shall provide the company name, the location where the services were provided, contact person(s), customer telephone number, a complete description of the service type, and dates the services were provided. The State reserves the right to use any information or additional references deemed necessary to establish the ability of the offerors to perform the conditions of the contract. Negative references may be grounds for proposal disqualification.
- 3.2.2 These references should include state government, universities, and/or libraries where the offeror, preferably within the last five years, has successfully completed a. **an evaluation of a long-range plan** b. **focus groups for client services**; c. a long-range plan.
- 3.2.3 Offerors shall specify how long the company submitting the proposal has been evaluating projects and programs.