



Manitoba *Library* Consortium Inc.
Consortium de *bibliothèques* du Manitoba inc.

Request for Proposal

Manitoba Libraries Needs Assessment

Purpose

MLCI conducted a short survey with member institutions in March and April 2024 to understand needs to establish future direction of the organization. The results of the survey and the analysis on Needs and Gaps were shared with the MLCI board and summarized for the Annual General Meeting June 17, 2024.

It was felt by both Board and Membership that further analysis was required to understand the management support, infrastructure, professional development, and service needs of libraries in Manitoba. The MLCI Board is seeking consulting services to carry out this research.

Organization Background

The Manitoba Library Consortium Inc. (MLCI) was established in 1992 to develop province-wide multitype (public, post-secondary, school, government, and special) library services that connect all Manitoba citizens with information necessary to support their cultural, social, educational, economic, and public engagement interests.

The mission of the MLCI was to facilitate resource sharing among the libraries in Manitoba to strengthen the library services provided to the residents of the province, including:

- Provide timely delivery of materials and information among participating libraries
- Provide online access to bibliographic records and other electronic information
- Assist in the introduction of new technologies and other methods of interlibrary cooperation
- Provide training, continuing education and professional development for library staff members so that libraries can serve their users more efficiently and effectively
- Maintain a cooperative relationship between the Consortium and groups or agencies with similar goals



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- Provide a means by which the Consortium Members can cooperatively plan any other projects which facilitate effective and efficient resource sharing
- Provide cost saving opportunities through Consortium bulk purchasing, including library supplies and electronic databases
- Provide the means to promote information literacy for library staff and the citizens of Manitoba

The MLCI has differed from other library associations (e.g. Manitoba Library Association) in that its mandate is focused on institutions over individual professionals and is not an organization focused only on a single library type (e.g. Canadian Association of Research Libraries, Canadian Urban Libraries Council). The MLCI is also an independent body, distinct from any municipal or provincial government bodies (e.g. municipal library boards, Manitoba Public Library Services under Sport, Culture Heritage and Tourism).

Project Background

Over the past three decades there have been significant shifts in demand from library users and the services that Manitoba libraries provide. These rapid changes have been driven by available technology and resources. Libraries will continue to evolve in response to changing needs.

The MLCI fell dormant with the emergence of the COVID-19 pandemic. It is recognized that the pandemic had impacts on many professional bodies and associations, not just within librarianship. In 2024, the question was raised of whether its mandate and activities should continue, and if so, how.

The 2024 survey investigated the needs, expectations and understanding of its member institutions regarding the mission, mandate, and activities of the Consortium. The brief survey's results showed a wide range of needs and a lack of common understanding among member institutions of what services are or had been available to libraries. This prompts further investigative work to determine where needs align among member and non-member libraries. The MLCI seeks a consultant to engage Manitoba libraries in a needs assessment and cross-jurisdictional analysis, and to propose viable opportunities for the board and membership to consider.

It is important for the MLCI to know whether there are enough individual institutions who are committed to the MLCI mandate, have the capacity to support it, and are able or willing to actively participate.



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The MLCI is trying to determine how best to meet the needs of Manitoba libraries. We need to assess our current state and current mandate. From there, we need to determine whether to modernize the mandate; re-conceptualize the organization; merge with another similar organization; or cease operations. We anticipate the report provided will inform us of this decision and should provide considerations and recommendations for the organization going forward.

Timeline

Request For Proposal (RFP) Invitation: October 7, 2024

Intent to Propose Due: October 28, 2024

RFP Questions Deadline: October 28, 2024

- Responses to questions received will be posted at mlcinc.mb.ca.

Proposal Deadline: November 11, 2024

Contract Awarded by: December 1, 2024

Final Report submitted by: April 1, 2025

Budget

Costs, including time, materials, and travel, shall not exceed \$40,000.00 CDN.

The Contractor is responsible for providing technology, travel arrangements, and research materials. These expenses should be accounted for in the proposal. The Contractor is also responsible for carrying adequate and appropriate insurance.

Proposal instructions

Let our Board know if you or your firm are the right fit for this work!

Submitted proposals will be considered based on a specific set of criteria and thus the lowest bid will not necessarily be the one awarded the contract.



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Evaluation Criteria

MLCI board will evaluate proposals based on the following criteria:

- Demonstrated Related Experience (30% of Rating)
 - Describe engagement experiences (demonstrated understanding of Manitoba's demographics, geography, cultural diversity, social and economic context)
 - Describe sector-related experiences (demonstrated understanding of libraries and librarianship in the Canadian context)
 - Describe project-related experiences (demonstrated experience carrying out research, assessment, and consulting projects of a similar nature)
- Proposed project approach (30% of Rating)
 - Strategy and proposed deliverables demonstrate thoroughness
 - Detailed budget breakdown and outline of time required to complete project
 - Demonstrated understanding of the importance of equity, diversity, inclusion, and decolonization in the Manitoba cultural, social, and economic context.
- Consultant fees and costs (30% of Rating)
- References comprising of prior clients/supervisors who can verify the individual or team's successful completion of work of a similar nature (10% of Rating).
 - Verify that deliverables were completed in a thorough manner, on time, and aligned to initial strategy and proposal
 - Verify that sector-related experiences align with MLCI's needs (demonstrated understanding of libraries and librarianship in the Canadian context)
 - Verify effective stakeholder engagements within a diverse member-based organization

The MLCI is a Manitoba-based organization. We ask that proposals identify the connections that the individual(s) or organization(s) hold with respect to Manitoba, and to the library sector.

Manitoba libraries, and the users they serve, are widely diverse. The MLCI is committed to equity, welcomes diversity, and will award based on proposal merit as listed above. All qualified individuals/firms who may contribute to the diversification of this work, especially persons who identify as women, persons with disabilities, Indigenous persons, racialized persons, and persons of all sexual orientations and genders are encouraged to submit a proposal.



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Proposal Requirements

- Describe team capabilities/expertise, and similar reference projects with common methodology and/or scope
- Describe approach (understanding/innovation) and identify required information for tasks
- Describe final deliverable(s) to meet MLCI's needs
- Describe task schedule (milestones/review/approvals/production schedule) to develop deliverables
- Provide financial proposal with detailed breakdown of costs
- Disclosure of any perceived, potential or actual Conflict of Interest

Submission process and details

Questions and RFP submissions must be submitted to manitobalibraryconsortium@gmail.com