

Memo

To: State Library Commission
From: Karen Strege, State Librarian
Re: Evaluation Plan
Date: September 26, 2000

Attached to this memo are two sections of a draft request for proposal (RFP) to solicit offers to complete an evaluation of MSL's five-year plan. I did not enclosed the full RFP as it contains much boilerplate language. Remember that the evaluation only covers the portion of MSL services funded by federal dollars. Therefore, the departments covered are the Talking Books Library, Library Development department, and the Montana Library Network. The NRIS program and the Library and Information Services department will not be covered by this evaluation.

The most important items for you to consider at your upcoming meeting are 1) the creation of a team to review the proposals; 2) the scope of work as outlined in the attachment; and 3) the timeline of the project. Regarding item number one, you might want to consider using the Library Advisory Council to serve as the review panel. The following is a summary of the timetable.

SCHEDULE OF EVENTS

<u>Event</u>	<u>Date</u>
RFP Released	November 1,2000
Deadline for Receipt of Written Inquiries	November 27, 2000
Written Responses Distributed	December 8, 2000
Proposal Due Date	January 8, 2001
Notification of Offeror Interviews / Product Demonstrations	February 8, 2001
Offeror Interviews / Product Demonstrations	February 12 –14, 2001
Intended Date for Contract Award	March 1, 2001
Survey instruments and plans finalized	April 1, 2001
Focus groups	April 1 – May 30, 2001
Draft report due	July 2, 2001
Final report due	August 8, 2001