

## OhioNet Diversity Assessment Request for Quotation

### 1. Organization Background

OhioNet is the only statewide membership organization that brings libraries of every type and size together in order to build stronger communities. OhioNet was formed in 1977 around the novel idea that libraries of all types and sizes share one important similarity: they all want to strengthen their communities and give their patrons their very best. With this thought at the center of our mission, the consortium began a period of expansion welcoming libraries of all types: public, academic, K-12, corporate, and otherwise, to pool resources, share skills, build partnerships, and discover commonalities that would strengthen and lift up the communities we serve.

OhioNet is structured as a member-funded 501(c)(3) corporation governed by a 12-person board of directors. These individuals, professional librarians from member institutions, are elected at-large by the membership and serve 3-year terms.

Today, OhioNet is made up of over 4,000 libraries, banding together to share skills, expand access to resources, build partnerships, and multiply our buying power in order to give patrons and our communities our very best. In the spirit of “be the change you want to see,” we want to model the type of inclusion we want to see in our organization, our libraries, and our communities, and provide resources for creating meaningful change in the library profession.

### 2. Key Dates

- July 1, 2023 – RFQ released
- July 31, 2023 – RFQ responses due by 5 pm EDT
- August 1 – 4, 2023 – RFQ responses reviewed
- August 7 – 11, 2023 – Finalist(s) contacted for references
- August 28 – 30, 2023 – Contract awarded and documents signed
- September 1, 2023 – Announcement at Sept. board meeting
- October 2023 to May 2024 – Contractor conducts work
- June 1, 2024 – Contractor presents final report to OhioNet Board

### 3. Contractor Requirements

We anticipate that this work can be completed by an individual or a team of individuals. The individual(s) awarded this contract will be an independent contractor of OhioNet and will receive a 1099 at the conclusion of the project. Nothing in this RFQ or subsequent contract shall be construed as creating an employer/employee relationship.

#### A. Ineligible to respond:

- OhioNet Board member
- OhioNet staff
- Vendors and contractors that may have a conflict of interest

B. Required contractor experience:

- Demonstrated ability to facilitate meaningful conversations, both one-on-one and focus groups, around diversity and inclusion
- Demonstrated understanding of the field of librarianship
- Demonstrated work towards anti-racism
- Understanding and use of at least one community-based framework, like Appreciative Inquiry or Design Justice

C. Preferred contractor qualities:

- Member of a historically excluded group (self-identify)
- Reside, currently work, or have previously worked in the state of Ohio

#### 4. Diversity Assessment Project Scope of Work

OhioNet recognizes the importance and lack of presence of BIPOC librarians in Ohio libraries and the field at large. OhioNet is actively working toward transforming itself into a truly anti-racist organization. OhioNet staff and the OhioNet Board have been reflecting on how to not only achieve this for itself, but how to lead some of that transformation by and with our member libraries. An initial discussion started around the potential creation of a resident or intern program. Through board discussions and reflection, it became clear that much more needs to be done in order to plan and create a meaningful program for future diversity residents in addition to Ohio BIPOC librarians and the libraries in which they work.

This Request for Quotation is, broadly speaking, an ADEI assessment of OhioNet and an assessment of the state of BIPOC Librarianship in the state of Ohio. The intent at the end of the contract is to have a clearer path toward implementing a meaningful residency or intern program through which there is mutual respect, power, and strength-building between librarians of color by and with OhioNet and its member libraries.

OhioNet is expecting the successful contractor to provide three main deliverables during the contract period:

- Assessment and recommendations around diversity and equity as a function and expectation at OhioNet.
- Assessment and recommendations regarding the experiences of BIPOC librarians in Ohio (good and bad).
- Assessment and recommendations regarding barriers to the BIPOC librarians in Ohio completing coursework toward librarianship or staying in the field once employed.

The contractor will share summary findings with time for questions and answers for each deliverable with OhioNet Board and staff via Zoom. A written Final Report will be submitted to the OhioNet Board by June 1, 2024.

The written Final Report will include:

- A literature review of known research and studies in the field of BIPOC inclusion in librarianship
- Original research findings from this assessment
- Synthesis of all three deliverables with recommendations for next steps

## 5. RFQ Response Requirements

Interested contractors will submit a written response that includes the following sections:

- Conflict of interest disclosure (if any)
- Contractor statement addressing required experience and preferred qualities
- Diversity or anti-racism statement
- Philosophy on conducting person to person and focus group research
- Explanation of framework for conducting deliverable assessment
- Bibliography of resources that have shaped contractor's understanding of ADEI in the library and/or information environment
- Timeline of key deliverables and total contract cost\*

Responses are due by 5 pm Eastern on July 31, 2023. Please submit response to Nancy Kirkpatrick, Executive Director and CEO of OhioNet, at [nancyk@ohionet.org](mailto:nancyk@ohionet.org). Please contact Nancy in advance of the deadline for assistance if you have questions or problems with your submission.

## 6. RFQ Review and Reference Check

All written responses received by July 31, 2023, by 5 pm EDT will be reviewed. Finalist(s) will be contacted the week of August 1 – 4, 2023 to provide three professional references that can attest to their work.

## 7. Contract Award

The contractor selected to do the diversity assessment will be contacted by OhioNet the week of August 28, 2023 to sign the contracted statement of work.

## 8. Payment

Ten percent of the contract will be paid to the contractor upon signed acceptance of the statement of work by the contractor. The remaining 90% will be paid in three installments of 30% each, upon receipt of each of the three main deliverables outlined above.

*\* We are asking respondents to indicate the price they would charge for this project. Initial research indicates a project of this scope could reasonably cost anywhere from \$15,000 to \$30,000. This is a broad range and reflects varying levels of expertise and correlating time to complete the project.*