To: Oregon Legislative Assembly, County Commissioners, Oregon State Bar Members, Oregon Library Association, and all other interested parties

From: Laura Orr, Washington County Law Library

Date: DRAFT: (updated May 29, 2012)

Re: Restructuring Oregon County Law Libraries, Part Three: Sample Request for Proposal (RFP) & Budget

This Part Three is a hypothetical response to a hypothetical State of Oregon RFP:

- For a Law Library Services Plan (LLSP)
- From the Oregon Public Law Library Services Group (OPLLSG)

The Oregon Public Law Library Services Group (OPLLSG) is responding to the following State of Oregon RFP:

“Proposals are requested for providing statewide (or regional) law library services to Oregonians. Your response will include a plan to meet the legal information needs of Oregon law library users, including a budget. The plan will address infrastructure, technology, and staffing needs.

Response must enhance statewide access to legal information and include strategies for ensuring the fiscal sustainability of statewide public legal information services.”

The following OPLLSG response will address: Leadership and management goals; Services provided; Hours of operation; Staffing; Legal Research Collections & Resources; Reports, and Budget.

Due to the complex process of completely reinventing and transforming an existing public law library system (county law libraries), this sample RFP leaves out essential (or legally required) details that must be included in governmental services agreements (including, but not limited to, MOUs & IGAs) for the types of services to be provided, e.g. wage and hour and state purchasing and budgeting contract language; specific language addressing existing county law libraries and reuse (or lawful disposal) of their current collections and staff; facilities rental and maintenance agreements; authorizations for creating legally binding agreements with state and local entities, nonprofits, and commercial legal services vendors, etc.
In order to provide law library reference and research services efficiently to all Oregonians, OPLLSG will collaborate with statewide, regional, local law and public libraries, and legal information referral programs. OPLLSG will:

1. Plan, coordinate, and manage all programs and activities necessary for the administration and operation of a statewide Law Library Services Plan (LLSP).

2. Prepare, present publicly, and audit the OPLLSG annual budget as directed by the contracting authority.

3. Draft agreements with Oregon public, law, and academic libraries and librarians to facilitate cost-effective collection archiving, storage, and digitization, interlibrary loan and reference assistance to all Oregonians.

4. Hire or contract with, train, supervise, and evaluate employees necessary to provide qualified and cost-effect LLSP services.

5. Locate legal research materials for the judiciary, attorneys, legislators, students, teachers, and the general public.

6. Develop strategies to publicize LLSP services statewide to all Oregonians.

7. Assumption: Any and all necessary legal authority will be in place, including any required legislation, to allow the accepted proposals from this OPLLSG RPF response to be implemented.

SERVICES TO BE PROVIDED

1. e-Law Reference & Research Library Services
   - Collaborate with OSB, SOLL, OSL, Oregon public law libraries, and others as needed on database selection
   - Negotiate with database vendors on licenses for in-library and remote access (and consulting with the OSL Statewide Database Licensing Committee)
   - L-net (soon to be Answerland) support (professional law librarians required)
   - Create a public Oregon Legal Research web portal, with guides, links to services to public, attorneys, teachers, students, etc.
   - Video training (coordinate with OSB and others as requested)

2. In-Person / In-Library Reference, Research, Training, and other Programs
   - Coordinate volunteer-lawyer program outreach and marketing with Oregon attorneys, county bar associations, OSB, etc.
   - Negotiate for meeting room space for attorneys and pro se litigants, volunteer lawyer programs with local libraries, nonprofits, courthouses, etc.
3. Legal Research and Reference Services to Attorneys and the Public

Types and levels of service to be determined by contracting authority; options include:

- Negotiate with local public libraries for on-site legal reference and circulation services, in addition to training and collection development support
- Provide qualified legal reference and research librarians and library assistants to answer basic legal research questions by telephone, email, and in-person (will depend on service-point)
- Provide L-net with qualified legal reference librarians
- Legal reference and research training at OLA, LEO, L-net, and other librarian association meetings
- Collection development and weeding (print & online) advice
- Consult on legal research database selection (with Statewide Database Committee)
- Telephone and online reference services to front line public library reference staff and patrons
- Program support, e.g. volunteer lawyers, speakers, etc.
- OUTREACH with: OSB, OJD, Circuit Court Administrators and Judges, County Circuit Court Family Law Facilitators, Classroom Law Project, St. Andrew Legal Clinic, Oregon Public, Tribal, and Academic Libraries, Oregon County Counsel and District Attorney Offices, State, county, and nonprofit victim services organizations, County veteran, family, and juvenile service providers, Oregon State Library (OSL), Oregon Women Lawyers (OWLs), Multnomah Bar Association (MBA), University of Oregon Law School Library, Lewis & Clark Law School Library, Willamette Law School Library, Elders in Action, Oregon 211 service, Spanish Language Legal Network, and OSB Equal Access to Justice partners

HOURS OF OPERATION

- OPLLSSG may provide the following hours of operation, as contracted.
  1. Oregon Legal Research website portal: 24/7 (info only - not interactive)
  2. Oregon State Library L-net legal reference service: Hours TBD
  3. Telephone service with trained legal reference employee(s): Hours TBD
  4. On-site service with trained legal reference employee(s): Hours TBD

- See Budget for hours of service costs.

LEGAL SERVICES STAFF

- OPLLSSG can provide legal reference and research librarians and library assistants, as contracted. (See Budget for levels of personnel costs.).
- OPLLSSG support staff:
  1. Website design & maintenance
  2. Computer hardware support
  3. Computer software acquisition, installation, and training
- Other support staff, or facilities charges, may need to be budgeted if OPLLSSG is located in a publicly accessible.
LEGAL RESEARCH COLLECTIONS & RESOURCES

Agreements will need to be put in to place authorizing OPLLSG to use existing law library legal research collections or to purchase the equivalent in print when necessary or online databases containing required primary sources, treatises, and legal research tools such as citators and indexes.

REPORTS

- Quarterly and annual reports (narrative & statistical) as required or requested
- Annual audit

BUDGET

See accompanying spreadsheet.

Miscellaneous Budget Notes:
- Office space for telephone and web services staff (with any related facilities and overhead charges) or “work from home” option. (See Budget for Materials costs.)
- Library space (with any related facilities and overhead charges)
- Salaries and Benefits (permanent & temp) (transit pass, health, dental, retirement, etc.)
- Materials (e.g. computers, software, etc.)
- Travel: statewide outreach, programming, etc. when electronic options aren’t available
- Travel: conferences (and for outreach and training programs)
- Memberships (e.g. OLA, ALA, MBA, PLA, AALL)

MISCELLANEOUS PROVISIONS TBD

- SERVICE POINTS: OPLLSG will [or will not] have the authority to consult with city or county governments on programs specific to their local needs. If additional services are requested [need language to deal with additional contract, budget, etc. terms - can these be handled within this contract or should there be a separate RFP and contract?].

- TERMS OF CONTRACT TBD, including:
  1. Contract duration
  2. Staff (qualifications required)
  3. Workspace and service locations
  4. Schedules