

REQUEST FOR BIDS

Online Reference Training

Date: _____ **VENDOR NAME:** _____
VENDOR ADDRESS: _____

VENDOR FEIN OR SS#: _____

COMPLETE BIDS DUE TO NSLA BY 12 NOON ON OCTOBER 17, 2008

Send Attn: Holly Van Valkenburgh

Scope of Work

From December 2008 to June 2009, vendor will provide project support for the Online Reference Training project, holding four identical workshops in various areas of the state to:

- Guide group exploration of free programs for utilization in online reference
- Describe utilization of online reference in libraries to facilitate access to information through local, state, regional, national and international electronic networks
- Introduce participants to new communication pathways of instant messaging and embedded chat
- Teach the concepts of email reference, instant messaging and chat reference
- Provide enriching reference interactions with screenshots and screencasts
- Guide participants in exploring new avenues for collaboration and reference delivery using free online meeting software
- Guide participants in exploring possibilities for enriching and customizing reference service delivery using web clipping tools such as Google Notebook
- Introduce participants to new and innovative tools for maximizing use of the Nevada Statewide Databases by library staff and customers

As a result of the project, participants from public, academic, special and school libraries will understand that online reference is possible without expensive electronic tools. Participants will have the essential skills and access to tools to provide reference services online, allowing resources to become available for library customers to access information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.

Duties of Vendor

1. Develop educational outcomes and an agenda for a six-hour workshop; submit to NSLA staff for review by December 7, 2008
2. Provide NSLA staff with workshop room requirements (including technology, projectors, flip chart stands, etc.)
3. Identify and utilize vendor training materials and vendor-developed training products as appropriate in each workshop
4. Provide four workshops, one each in Elko, Reno, Tonopah and Las Vegas. Reno, Tonopah and Las Vegas workshops will be held during a one-week period, driving from Reno to Las Vegas, as follows:

Reno:	Monday	1:00 p.m. - 4:00 p.m.
	Tuesday	9:00 a.m. - 12:00 p.m.
Tonopah:	Wednesday	10:00 a.m. - 5:00 p.m.
Las Vegas:	Thursday	1:00 p.m. - 4:00 p.m.
	Friday	9:00 a.m. - 12:00 p.m.

(Dates to be determined by December 10, 2008, in consultation with NSLA staff)

5. Provide workshop packets for photocopying to NSLA staff in an electronic format a minimum of three weeks prior to each workshop
6. Utilizing the NSLA workshop evaluation form at the completion of the workshop, compile and submit results of participant evaluations to NSLA staff within the two weeks following each workshop
7. Develop a post-workshop participant satisfaction survey and submit to NSLA staff for implementation.

Travel costs

All travel and per diem costs must be at or below Nevada State rates and should be included as a lump sum in the total cost of the project. Nevada has adopted the federal GSA rates for each specific travel area and travel date. GSA rates may be found under the [Per Diem Rates](#) and [Meals and Incidentals](#) tabs at www.gsa.gov by selecting "Per Diem Rates" in the Travel Resources Menu on the GSA homepage. The "Meals and Incidentals" menu option appears on the Per Diem Rates webpage.

References

Please submit a minimum of two (2) references for similar projects performed within the last three years. Information provided should include:

- Client name
- Project description
- Project dates (starting and ending)
- Staff assigned to reference project that will be designated for work per this agreement
- Client project manager name, telephone number, fax number, and email address

Proposals must contain the following in order to be considered:

- Cover letter describing special attributes applicant can bring to the project
- Final bid must include total costs related to the proposal, including consulting/labor, travel and miscellaneous. The bid should not include photocopy costs for workshop packets.
- Proof of Worker's Compensation insurance and automobile liability

Insurance Requirements: Questions regarding insurance should be directed to Lynn Libby at 775-687-5099 or at llibby@nevadaculture.org. Evidence of the following insurance must be provided with your proposal:

- A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Each Occurrence \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

2. **Worker's Compensation and Employers' Liability**

Evidence of Worker's Compensation Insurance must be provided to the NSLA or the attached "Affidavit of Rejection of Coverage" form must be filled out, notarized, and provided.

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the State of Nevada.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include or be endorsed to include the following provisions:

1. On insurance policies where the State of Nevada is named as an additional insured, the State of Nevada shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

General questions regarding the content of this Request for Bids should be made in writing to Holly Van Valkenburgh by emailing hvanvalkenburgh@nevadaculture.org or mailing to Holly Van Valkenburgh, Nevada State Library & Archives, 100 North Stewart Street, Carson City, Nevada 89701-4285.

Signature

Date

Printed Name