

Request for Quotations– Instructional Frameworks and Activities Designer

Issued October 10, 2024

The New Jersey State Library (NJSL) is issuing a Request for Quotation (RFQ) to be received by the New Jersey State Library, 185 West State Street, PO Box 520, Trenton NJ 08608-0520 no later than 11:59 p.m. December 16, 2024. NJSL expects to enter into a contract (February 3, 2025-September 30, 2026) for instructional frameworks and activities design services for *Teaching Information Literacy*, a federally-funded grant project. Quotations submitted in response to this RFQ may be awarded to the lowest responsible bidder(s), price and other factors are considered.

Request for Quotations Calendar

Release of RFQ	October 10, 2024
Questions due to the State Library	November 22, 2024
Responses to questions posted/distributed	December 2, 2024
Proposals Due	December 16, 2024 11:59 PM
Review of submitted proposals	December 17- January 2, 2025
Anticipated successful award notification	January 8, 2025
Anticipated effective date of contract(s)	February 3, 2025

Project Background and Description

In January 2023 New Jersey became the first state in the nation to require that information literacy be taught to K-12 students. The New Jersey State Library received a National Leadership grant, *Teaching Information Literacy*, from the Institute of Museum and Library Services (IMLS) in September 2023. Under state law, the New Jersey Department of Education is charged to work with school library media specialists to develop standards that reflect:

- The research process and how information is created and produced.
- Critical thinking and using information resources.
- Research methods, including the difference between primary and secondary sources.
- The difference between facts, points of view, and opinions.
- Accessing peer-reviewed print and digital library resources.



- The economic, legal and social issues surrounding the use of information.
- The ethical production of information.

Teaching Information Literacy is a three-year implementation grant that will develop replicable models and tools that support learning of information literacy in K-12 and informal learning environments. It will build the library workforce to serve the information and education needs of the public, including school, public and academic librarians as well as K-12 students.

This RFQ will develop model instructional frameworks and activities for K-12 grade bands that teach to New Jersey Student Learning Standards while incorporating key concepts in information literacy. The project will work in tandem with individual(s) developing related online tools and training in information literacy concepts.

(https://www.nj.gov/education/standards/stamp/resources/pb_infolit.shtml)

For the purposes of this project, “information literacy” is defined as a set of skills that enables a student to recognize when information is needed and to locate, evaluate and effectively use information. These skills equip students with the capacities necessary to process information presented in various formats, such as digital, visual, media, textual and technological.

While the New Jersey State Information Literacy standards are under development, NJSL is working collaboratively with a range of stakeholders including representatives from the New Jersey Department of Education and school and public librarians to:

- Convene an Advisory Panel of subject matter experts to provide thought leadership, implementation, and evaluation guidance.
- Support the development of standards (led by NJ Department of Education).
- Create an engaging, collaboratively developed online platform for accessibility and sustainability of the curriculum.
- Provide professional development opportunities to library media specialists, public librarians, academic librarians and teachers in information literacy more generally, and the scope, sequence and curriculum specifically.
- Support local implementation of the curriculum, adapting to local needs, in five selected school districts. Create a baseline assessment for measuring student knowledge and a post-implementation assessment to measure changes in knowledge, behavior or attitude; pilot assessments at one school in each district.
- Create online training modules that teach information literacy and the curriculum and are widely available to a broad audience.

Digital publication of the instructional frameworks and activities, together with online training modules, will ensure that all teachers and school librarians in the state have ready access to this important information. And, importantly, New Jersey’s work will inform the efforts of

other states to address the issue of information literacy especially for K-12 students, teachers and school library media specialists.

General Designer Requirements

The New Jersey State Library (NJSL) seeks an Instructional Frameworks and Activities Designer who is broadly experienced in information literacy, K-12 education, educator/librarian training, and/or online delivery of instructional materials. The designer is expected to work collaboratively with the Project Manager, the Advisory Panel and Project Team to develop a framework and activities that support New Jersey's emerging information literacy standards. New Jersey's Information Literacy standards will be overlaid onto existing content area standards and locally developed criteria.

Anticipated results of the project include:

- Instructional frameworks for teaching information literacy concepts and standards (when available) are developed.
- Instruction materials and activities for each K-12 grade band are developed (see Deliverables)

Engaging activities will give educators and librarians a range of tools and resources with which to teach information literacy superimposed on content area instruction. Possible outcomes may include but are not limited to: digital learning modules, games, worksheets, assessments, quizzes, and research guides.

Review Process

All proposals received will be evaluated by a Review Committee of qualified individuals selected by NJSL. The Review Committee will evaluate, score and make recommendations to NJSL regarding the submitted proposals. Eligible proposals must meet the requirements of this document and the needs of *Teaching Information Literacy*. Bidders may be asked to submit additional documentation for review. Final contract decisions will be made by and are solely the responsibility of the New Jersey State Library.

RFQ Proposal Format

Proposals will be scored on the basis of how well the response meets the Required Criteria; demonstrates an understanding of the project's intent; cost; and bidders' experience in instructional framework and activities design for K-12 educators and librarians. A complete response will consist of a complete narrative that fully responds to the all questions in Required Criteria and all listed Attachments.

Required Criteria

Organizational qualifications

Please describe the bidder's demonstrated ability to meet all terms of the RFQ including Performance and Contract Specifications/Deliverables. Provide qualifications of personnel assigned to the project, including education and relevant experience. Please note in this section if resumes or curriculum vitae are being provided as attachments.

Proposed Approach

Based on the bidder's understanding of the project, how would the bidder approach the project? How does the bidder's background in education, instructional design and activity development in formal and/or informal learning inform the project? What experience, if any, does the bidder have in information literacy.

Proposed Design

Please provide an overview, based on current project knowledge, of how technology will be integrated into the frameworks and activities?

Proposed Timeline

Provide overarching project timeline and milestones that will result in the instructional frameworks and activities released by late spring 2026.

Please note: all deliverables and work products must be made available freely to users and without exclusive copy rights to the Designer.

Performance and Contract Specifications/Deliverables

The New Jersey State Library will award a contract to the Designer qualified to conduct the project and perform the duties outlined in this RFQ. Submission of a signed Quotation indicates acceptance of the following specifications, except as noted in the Cover Letter. Please request any exceptions in the Cover Letter.

Deliverables

The bidder is responsible for:

- Understanding New Jersey State Information Literacy definition and standards (as available)
- Using or developing technology-based activities that are cost effective and meet Americans with Disabilities Act and WCAG 3 standards
- Activities that incorporate, as appropriate, equity, diversity and inclusion

- Activities for each grade band (K-2, 3-4, 6-8, 9-12) for the following elements of information literacy as framed by the NJ Department of Education
 - Information need
 - Information Identification and Evaluation
 - Information use, and
 - Information creation and distribution
- Constructing four activities in each grade band that includes
 - One activity related to each of the four preceding elements
 - Activities that are designed for use in all NJ Student Learning Standards content areas
 - Activities should be designed to be used in isolation and for integration into a larger research process that incorporates all of the elements described above

Ownership of Work Products

Bidder will agree to sell, assign, grant and transfer to NJSL all right, title and interest in any deliverables prepared by Bidder for NJSL pursuant to an executed agreement, including copyrights, renewals and extensions thereof.

Required Bid Components

- Cover Letter stating that the evaluator has formally submitted a quotation to the New Jersey State Library in response to this RFQ. The Cover Letter should:
 - Indicate acceptance of Performance Specifications and Conditions and all information provided in this RFQ.
 - Summarize designer's experience and areas of expertise.
 - Provide contact information for bidder's project manager for the proposed project; indicate if resumes or curriculum vitae for key project personnel are included.
- Narrative response(s) to each required criterion, clearly labeled.
- Resumes or curriculum vitae for key project personnel.
- A minimum of one (1) and a maximum of three (3) work samples.
- Cost proposal including daily rate (number of days per year), hourly rate (number of hours per month per year), anticipated travel costs and any other identifiable cost(s).
- List of contact information for references that can speak to the bidder's experience in developing instructional frameworks and activities in formal and informal education.
- Appendix A – New Jersey State Library RFP/RFQ Forms. Please note that a New Jersey Business Registration Certificate (NJBRC) is not required at the time of bid submission but the winning bidder must submit a NJBRC prior to the execution of an agreement with NJSL.

Pre-quotation Questions and Answers

NJSL will accept questions about this RFQ by email only through November 22, 2024, 4:00 p.m. Eastern time. Please submit questions to jnelson@njstatelib.org and put *Information Literacy Instructional Frameworks and Activities RFQ* in the subject line. If you do not receive an acknowledgement of receipt within two business days, please call 609-278-2640 extension 151. All questions will be responded to by email on December 2, 2024. A summary of all questions and answers will also be sent to all prospective bidders. Please provide information for contact person (name, email, telephone number) when submitting questions.

Submission of Bid

Complete responses must be emailed to skowalski@njstatelib.org with “RFQ 2024 Information Literacy Instructional Frameworks and Activities Designer” as the subject line. Responses must be received by 11:59 p.m. Eastern time, December 15, 2024. The burden of proof of timely submission is on the bidder. Incomplete or late responses may not be evaluated.

Please note that bidder quotations submitted in response to this RFQ shall become part of the formal contract between the New Jersey State Library and the bidder, if selected.

The New Jersey State Library reserves the right to waive any informalities in or to accept or reject any/all bids, as may be deemed in its best interest. Bidders are required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27).

Open Public Records Act

Subsequent to bid opening, all information submitted by a Bidder in the proposal is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and common law. A Bidder may alert us to specific information in its proposal that they feel is not subject to disclosure when the Bidder has a good faith legal/factual basis for such assertion. The New Jersey State Library reserves the right to make the determination and will advise the Bidder accordingly. The location in the proposal of any such designation should be clearly stated in a cover letter along with the reason why that section is exempt from disclosure. NJSL will not honor any attempt by a Bidder, either to designate its entire proposal as proprietary, and/or to claim copyright protection for its entire proposal.

Negotiation and Best and Final Offer

Following the review and scoring of bid proposals, the New Jersey State Library may, pursuant to N.J.S.A. 52:34-12 (f), negotiate one or more of the following contractual issues: the performance

Contract Specifications and Deliverables and/or the price of a proposed contract award with any bidder, and/or solicit a Best and Final Offer (BAFO) from one or more bidders.

Clarification discussions may, at NJSL's sole option, be conducted with bidders who submit Quotations determined to be acceptable and competitive. Bidders shall be accorded fair and equal treatment with respect to the opportunity for discussion of Quotations. Revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting these discussions, there will be no disclosure of any information derived from Quotations submitted by competing bidders.

In response to NJSL's request for a BAFO, bidders may submit a revised price proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised price proposal that is higher in price than the original will be rejected as non-responsive and the original bid will be used for any further evaluation purposes.

The anticipated contract term is February 3, 2025 – September 30, 2026.

Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Board of Trustees of Thomas Edison State University, when required.