

REQUEST FOR PROPOSAL

**Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233**

**RFP #: MPL-18-007
Dated: May 24, 2018
Due Date: July 3, 2018**

REQUEST FOR PROPOSAL (Hereinafter referred to as “RFP”) from the Board of Trustees of the Milwaukee Public Library, City of Milwaukee, Wisconsin, for **Student Data Research Analyst**.

Project Description

MPL and MPS entered into a partnership to participate in the “Leaders Library Card Challenge,” waged by the Obama Administration in 2015 as a follow-up to the Whitehouse’s 2013 ConnectED initiative. In 2016 MPL launched and rebranded the Library Card challenge as LibraryNOW. A logic model was developed to help identify desired outcomes and measure impact. The purpose of the study is to analyze student-level outcomes to determine the impact of the LibraryNOW program. The researcher will thoroughly review MPL’s research application to MPS and offer improvements to the design for this project; conduct research/evaluation studies using advanced statistical techniques; and analyze MPS data from a wide variety of sources in order to answer the questions posed in the MPL Logic Model and MPL’s research application to MPS.

Scope of the work:

1. Oversee the Milwaukee Public Schools (MPS) research application amendment and data request processes. MPS student data approved for release ranges from the 2016/2017 through 2019/2020 academic years. It includes student-level identified data for all MPS schools, grades 1 thru 12 for assessment results and academic information. Additional data may be requested.
2. Using the approved MPS research application (original and subsequent amended versions) as a guide, conduct data analyses with appropriate statistical tests and methods using statistical software and or relational databases.
3. Student data excluded from access to the researcher is that which exists in the form of library records. Pursuant to Wis. Stat. sec. 43.30(1m) pertaining to Library Records, the Libraries are prohibited from disclosing to others, except by court order, any library records relating to the use of the library’s documents or other materials, resources, or services.
4. Transfer post-query MPS student data files to the Milwaukee County Federated Library System (MCFLS) Administrator for cross-reference with library records. The new data set will be returned to the researcher for further study and reporting purposes.
5. Prepare reports, presentations, and communicate findings in multiple and appropriate formats. Reports on the previous academic year will be due October 1st each year from 2018 to 2020, with a final cumulative report due December 31st 2020.
6. Communicate findings in appropriate forums for multiple stakeholders, including but not limited to MPL Administrative and staff teams and MPL Board of Trustees, and partners MCFLS and MPS.
7. Provide assistance to library staff on research and data issues.
8. Service Period – August 2018 through December 2020.
9. Costs – the researcher is required to indicate travel, communication and other costs as part of the entire bid. The bid should indicate the hourly (or daily) consultant costs for visits as well as for background work.

All questions concerning the meaning or intent of the RFP should be submitted in writing to Ms. Jennifer Meyer-Stearns, Assistant Director of Library Operations, jrmeyer@milwaukee.gov, no later than **June 12, 2018**. Replies shall be issued by Addenda; emails to all parties recorded by the Library as having received the Request for Proposal. Questions received after this time will not be answered.

All proposals shall be returned to the Board of Trustees, Milwaukee Public Library via email to Librarysss@milwaukee.gov or in an envelope clearly marked with the RFP Name and Number, and Responder's name. Proposals must be received at the Business Office, Central Library, 814 W. Wisconsin Avenue, Third Floor, no later than **4:00 p.m. on July 3, 2018**. Any proposal received after the date and time specified will be rejected as non-responsive. If proposal is emailed, an original signed copy must be submitted to the address above as follow-up, to be considered eligible by 3:00 p.m., 5 days after due date in an envelope clearly marked in the left hand corner with the RFP# and project name.

After proposals are opened, no proposal may be withdrawn for a period of thirty (30) working days after the scheduled time of closing, without the consent of the Board of Trustees of the Milwaukee Public Library. Proposals will be available for review only after an award has been made.

When preparing a proposal, responders are instructed to thoroughly read all instructions on the Request for Proposal. Your proposal is an offer to perform or supply the service or materials described above in accordance with the scope of the work set forth in the RFP. In no event shall the responder submit its own terms and conditions as a response to this RFP. Your proposal must meet the plan(s) or scope of the work set forth herein.

Proposals will be evaluated based on the criteria specified in the Request for Proposal. Award will be made to the proposer that best meets the needs of the Milwaukee Public Library as defined in the RFP.

The Library reserves the rights to award no contract after the proposals are scored.

Signed: Paula A. Kiely, Secretary

*CITY OF MILWAUKEE, represented by
the Board of Trustees, Milwaukee Public Library*

BY 
Secretary