

# LIBRARY TECHNOLOGY AWARD

## Request for Proposals

The purpose of the Library Technology Award is to assist full Network member libraries in the NN/LM SCR that are interested in implementing large-scale technology applications to further encourage library improvement and expansion of library services, or using this award as a consortium.

### Potential Projects

Funding can be used to implement a complete solution, implement one or more modules of a complex technology application, or expand an existing application.

Potential areas of focus may include one or more of the following components (these are examples only and not meant to be all-inclusive):

- Implementation of a scanning and digitization system to ensure preservation of valuable items in the library's collection and make them available in an electronic format to both local and remote users;
- Implementation of a distance education application for expanding training opportunities to users remote from the institution;
- Implement a videoconferencing system for synchronous training with users at satellite clinics
- Implementation of an integrated document delivery system such as ILLiad;
- Installation of electronic resource management applications such as OpenURL tools to enhance access to electronic journals;

### Eligibility

Full network members in the NN/LM SCR (Arkansas, Louisiana, New Mexico, Oklahoma and Texas) are eligible to apply. Network membership is free and open to institutions interested in providing health information. To apply for membership, see: <http://nmlm.gov/scr/services/member.html>.

### Funding

Three (3) projects up to \$20,000 each will be awarded.

### Deadline for proposals

August 3, 2009, 5:00 pm CST

### Letter of intent deadline

A letter of intent must be provided no later than July 1, 2009. The letter of intent can be submitted to: [shikun.jiang@exch.library.tmc.edu](mailto:shikun.jiang@exch.library.tmc.edu). Your expression of intent is not binding but will greatly assist in planning for proposal evaluation.

### **Budget Guidelines**

Food is not permitted. Indirect costs (IDC) up to 25% are allowed for this award; however, it is recommended that due to the low funding level, IDC be kept to the minimum possible.

### **Period of Performance**

Up to 12 months from date of the award.

### **Evaluation Criteria**

The technical evaluation criteria are listed in the order of relative importance with points assigned for evaluation purposes. Proposals will be scored against these criteria, so please be certain that all criteria have been addressed.

Special consideration will be given to applicants who have not been funded by the NN/LM SCR for a project over \$15,000.

#### Criteria: Maximum 100 Points:

##### Criterion 1

Technical Approach: 50 Points

- A detailed technology plan describing the rationale for selection of this technology;
- Information showing that implementation of technology is feasible during the 12 month award period;
- Evidence that the proposed technology will improve access to health information;
- Evidence of Principal Investigator(s) ability to manage technology projects;

##### Criterion 2

Information Access Improvement: 25 Points

- Target group(s) is described and relevant information needs are discussed;
- Description on how proposed technology will improve information access for targeted users;
- Intent to continue project services to target community after completion of the project.

##### Criterion 3

Project Support: 25 Points

- Experience of the proposed personnel in planning and implementing technology solutions to improve access to health information for the targeted user group;
- Evidence of institutional facilities and resources adequate to support the proposed program;
- Letters of commitment from bidder's institutional administration and Information Technology department administration and commitment from administrations of all agencies involved or targeted in the project.

## **Reporting Requirements**

Awardees(s) shall prepare and submit quarterly reports and a final report detailing project activities, including progress made toward goals and problems encountered. Other reporting requirements such as completion of outreach reporting activity forms may also be required. Instructions for reporting will be provided to the principal investigators of projects selected for funding.

Course materials must be submitted to the NN/LM National Training Center and Clearinghouse (NTCC): <http://nnlm.gov/ntcc/>. Subcontractors should consult the NTCC prior to developing materials to determine if items are already available.

## **Publication and Publicity**

The awardee shall acknowledge the support of the National Library of Medicine whenever publicizing the work under this contract in any media by including an acknowledgment substantially as follows:

*This project has been funded in whole or in part with Federal funds from the National Library of Medicine, National Institutes of Health, Department of Health and Human Services, under Contract No. N01-LM-6-3505 under the Houston Academy of Medicine-Texas Medical Center Library.*

## **NIH Policy on Enhancing Public Access to Archived Publications Resulting from NIH-Funded Research**

As of April 7, 2008, final peer-reviewed manuscripts arising from NIH funds must be submitted to PubMed Central upon acceptance for publication.

The NIH Public Access Policy at <http://publicaccess.nih.gov/policy.htm> ensures that the public has access to the published results of NIH funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central (<http://www.pubmedcentral.nih.gov/>) upon acceptance for publication. To help advance science and improve human health, the Policy requires that these papers (<http://publicaccess.nih.gov/FAQ.htm#b1>) are accessible to the public on PubMed Central no later than 12 months after publication.

The NIH Public Access site should be consulted for additional information:  
<http://publicaccess.nih.gov/policy.htm>.

### **Website Compliance**

If a website is developed under this award, the website must adhere to Section 508 compliance. Resources for this compliance include the *National Library of Medicine Web Applications/Site Development Guidelines* (<http://www.nlm.nih.gov/web/documentation/index.html>) and *Summary of Section 508 Standards* (<http://www.section508.gov/index.cfm?FuseAction=Content&ID=11>).

### **Need help?**

Shikun (KK) Jiang, Technology Coordinator  
National Network of Libraries of Medicine,  
South Central Region (NN/LM SCR)  
Houston Academy of Medicine-Texas Medical Center (HAM-TMC) Library  
1133 John Freeman Blvd.  
Houston, TX 77030-2809  
Phone: 1-800-338-7657 (AR, LA, NM, OK, TX only)  
Fax: 713-790-7030  
Email: [shikun.jiang@exch.library.tmc.edu](mailto:shikun.jiang@exch.library.tmc.edu)

# Library Technology Award

## Proposal Instructions

A detailed plan must be submitted indicating how the project will be implemented. All elements outlined below must be addressed in as much detail as necessary to demonstrate a clear understanding of the work being undertaken.

### 1. Cover Sheet:

- a. Unique proposal title
- b. Principal Investigator's
  - i. Name
  - ii. Agency and/or health sciences library
  - iii. Address
  - iv. Telephone number
  - v. Fax number
  - vi. Email address

2. **Summary:** Provide a one paragraph summary of the proposal.

3. **Statement of Work:** The Statement of Work shall include technical requirements, specific tasks, and succinct project descriptions:

- a. **Identification of Need:** Explain why there is a need and provide data on the need for information outreach to the target population.
- b. **Description of Target Population:** Describe the overall institutional structure. Describe the user populations who will utilize the proposed technologies.
- c. **Project Description:** Describe the project in detail to include the following:
  - i. State the goal(s) of the project and the specific objectives you hope to achieve. Indicate the rationale for the plan and relationship to comparable work elsewhere, if known.
  - ii. Provide a description of the institution's current technology infrastructure and resources, and how they will be directly impacted/improved by the proposal.
  - iii. Provide a detailed technology plan describing the rationale for selection of this technology, including its specifications. Provide information on existing technology infrastructure that will be utilized by this technology, and how it will improve access to health information and how users will be impacted.
  - iv. Provide a detailed implementation plan for the technology including timeline.

4. **Publicity:** Provide a reasonably detailed plan for promoting the project to the user community, parent institution, etc.
5. **Facilities/Institutional Support:** Describe the (bidding) institution, its resources and services, as it pertains to the statement of work.

Please include letters of support from the:

- PI's institutional administration and Information Technology department, and
  - Each agency's administration and Information Technology departments targeted in the project.
6. **Personnel:** Identify all project personnel and a narrative summary of qualifications as they relate to the statement of work and project responsibilities. Evidence of the Principal Investigator(s)' ability to manage a project of similar scope should be provided. A tabular summary of estimated hours of project work and percentage of total hours worked should be provided for all personnel. Include curriculum vitae for all proposed personnel.
  7. **Continuation of Activities after Project Completion:** Describe intent to continue project services to target community after completion of the project. What services, if any, should be continued, and how should they be funded? Describe any plans for sharing results of the project with participants.
  8. **Evaluation Plan:** The evaluation plan should be closely tied to the Statement of Work and the project goals and objectives. Discuss how you will know that you have achieved each objective. Applicants should consult *Measuring the Difference: Guide to Planning and Evaluating Health Information Outreach* (available online at <http://nnlm.gov/evaluation/guide>) or the NN/LM SCR office when developing needs assessments and/or evaluation plans.

Anecdotal summaries will be acceptable as appendices to the overall evaluation. Recommendations for future services/products geared toward the targeted community should be based on stated evaluation methodologies.

9. **Budget:** Include a detailed budget in spreadsheet format providing a breakdown and written justification for the costs included in each expenditure category. Total costs must not exceed \$20,000.

Funds may be requested for the following (these are examples only and not meant to be all-inclusive):

- Purchase of hardware and software related to the technology
- Hardware and software installation and maintenance costs
- Application training costs

- Evaluation
  - Indirect costs (IDC) (**up to 25%** are allowed for this award)
  - Travel necessary to support the project
  - Developing, producing, and distributing promotional materials
- If mobile technology or computer hardware is proposed, please be prepared to submit the following upon approval of the award:

- For technology or computer hardware purchases under \$3,000 – submit catalog pricing.
- For technology or computer hardware purchases \$3,000 or more per item – submit three (3) vendor quotes (valid preferably for 60 days, minimum of 30 days). Quotes may include General Service Administration (GSA) price lists. Reference: <http://www.gsa.gov>.
- For personal appeal items such as cameras, MP3 Players, Smartphones, and laptop computers the proposal must address the following:
  - **Purpose:** There is a legitimate purpose for the items, and use of the items by the awardee will be managed in accordance with institutional policy.
  - **Appropriate Use:** Items will not be used in a way that would discredit the NN/LM, the National Library of Medicine and the National Institutes of Health or the applicable Institution.
  - **Cost Effective:** Must demonstrate requested items are cost effective and appropriate. For example, will generic brands satisfy the minimum requirements? If not, the proposal/request must describe 1) why it is necessary to purchase branded products, 2) benefits in brand name products. How will items further the mission of the NN/LM and achieve the objectives of the contract?

Vendor quotes are necessary to determine price reasonable for purchase of \$3,000 or more. The absence of competitive quotes must be documented and justified.

**10. Submission Instructions:** Submit six (6) printed copies and one (1) electronic version (Microsoft Word) of the proposal. Additional documentation such as letters of support, charts, or other supporting material may be submitted via email or regular mail to the address below:

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