



Guiding Ohio Online RFP

The State Library of Ohio provides statewide training, programs, services, and resources to public library systems in Ohio. The State Library is currently implementing a planning grant which will develop a program called Guiding Ohio Online. Through [Guiding Ohio Online](#), AmeriCorps members will perform training sessions, hands-on help, and other services to fulfill the vision of every Ohioan being able to fully participate in e-government, search and apply for jobs online, understand the risks and benefits to internet finance, connect with family online, and protect personal information in the digital age.

This RFP is for a consultant to create 15 training packages, the first of which will be delivered for approval no later than Sept 30, 2013 and 2 subsequent training packages delivered every 2 weeks. All training packages are to be delivered by April 1st, 2014. Each training package will include a presentation, a lesson plan, handouts as applicable, tips and activities for one-on-one assistance, and a self-paced tutorial if applicable. All materials should be delivered in a format usable with Microsoft Office except for self-paced tutorials which need to be delivered in HTML5. Additionally, the consultant will be required to meet with State Library staff once a month and with the project steering committee at least once. Both meetings can take place via conference call or in-person. All output will be entered into the public domain. This contract will be for no more than \$9,375.

The selected individual will have:

- Ability to communicate in a timely and effective manner. (i.e., responding to any request within 72 hours)
- Ability to complete tasks on schedule.
- Understanding of digital literacy including how to teach very basic computer skills such as the use of a mouse and keyboard, an understanding of how the internet functions, and the use of an internet browser. Also necessary is knowledge of how to instruct a higher level of skills such as creating and using email, word processing, understanding personal privacy online and safely using social media.
- Experience with instructional design, including creating objectives to achieve goals.
- Knowledge of adult learning theory and/or experience working with adult learners.
- Understanding of: Learning Express Library, Job and Career Accelerator, Microsoft Office Suite, and other relevant software.
- Ability to attend online or in person meetings.
- Ability to comply with grant reporting requirements.

One sample training, resume and three professional or personal references must be sent to Jamie Pardee (jpardee@library.ohio.gov) by 5pm on July 12nd. Late proposals will not be accepted. Electronic submission of proposals is required. Any questions must be submitted to J. Pardee by June 27, 2013. Respondents to this RFP will be notified by July 26th. Work on the project will begin August 1.

A Committee of State Library staff will review submitted proposals and will make the final selection.

Preference will be given to:

- Ohio-based consultants or consultants with experience working with the State Library of Ohio.
- Familiarity with public libraries or public computing centers.
- Understanding of eLearning Software such as Adobe Captivate.
- Demonstrated ability to work as part of a team-based environment.