

## State Library of North Carolina – Library Services and Technology Act

### AUTOMATED SYSTEMS and RFID TIPSHEET

LSTA Grant applicants proposing a project involving a library automated system or RFID should pay careful attention to the information provided in this tipsheet. Applications will be evaluated on the degree to which the applicant has complied with these expectations.

#### General Information

The majority of funds in a proposal involving a library automated system or RFID will be spent for hardware, software, and installation costs; other expenses such as training and consultant costs may be allowed.

#### Planning

If your library does not have a clear concept and plan already outlined to enable you to prepare a well-crafted Letter of Intent, you should consider applying for an LSTA EZ Planning Grant.

Because of the potential length and complexity of the RFP and procurement process, a library needing to develop an RFP is likely to have a more competitive application if the RFP has already been developed prior to applying for a grant. The LSTA EZ Planning Grant may be used to request consulting assistance in developing an RFP.

Libraries proposing to establish a consortium through a project funded by this grant program should apply for an LSTA EZ Planning Grant for consulting assistance. The consultant should assist the libraries in preparing for project implementation and in establishing the necessary structure of governance, policies, and working relationships between the member libraries.

#### Consultants

Applicants may request funding for consulting assistance as part of an LSTA grant application. The applicant must explain why a consultant is needed (for example, to assist with evaluation of bids or contract negotiation). Grant funds may be used to pay for consulting services only if provided by a consulting firm qualified to carry out the proposed activities. The consultant must be chosen before the application is submitted and is subject to State Library approval based upon information about the consultant's background and experience demonstrating appropriate qualifications for the proposed work.

When an LSTA EZ Planning Grant has been completed in preparation for applying for an LSTA Grant for an automated system or RFID project, the report produced by the consultant must be submitted with the LSTA Grant Application.

#### Request for Proposal (RFP)

While grant funds may be used to hire a consultant to assist in developing a Request for Proposal (RFP), the library must be prepared to acquire and implement its proposed solution during the project year and should not expect to make the development of an RFP the major outcome of the grant. The applicant's proposal is likely to be more competitive if the RFP has been developed before applying for an LSTA Technology Grant. The LSTA EZ Planning Grant may be used to request consulting assistance in developing an RFP.

The library's RFP should **not** be submitted as part of the Letter of Intent or the full grant application.

**Vendor Estimates**

The applicant must obtain and include in the application at least one vendor cost estimate to substantiate the expected costs of the proposed project.

**Procurement**

Applicants must follow all applicable local procurement rules, including the use of a "Request for Proposal" where required. Procurement transactions must be conducted in a manner that provides full and open competition consistent with the standards of 45 CFR 1183.36. Local and state provisions may be more stringent. State requirements are available upon request.