

**Request for Proposals (RFP) for  
RDMLA: AI for Librarians  
Ethics Unit**

<p><b>RFP SUMMARY:</b> The Research Data Management Librarian Academy (RDMLA) team is seeking qualified information professionals to submit proposals for the AI Ethics unit of our new “RDMLA: AI for Librarians” curriculum. This new curriculum will be an addition to our pre-existing RDMLA units. The Ethics unit will address ethical considerations of AI Use in the Library and Information Science setting in general, and in Research Data Management practice in particular. We are looking for experts with research and/or practical experience in this topic. The instructor will develop a unit using video lecture and supplemental materials that will discuss ethical considerations and also provide practical guidelines for responsible and appropriate use of AI in the library setting.</p>	
<b>RFP ISSUE DATE</b>	March 5, 2025
<b>PROPOSAL DUE DATE</b>	April 4, 2025 5pm EST.
<b>DEADLINE FOR QUESTIONS</b>	Questions may be submitted by March 28, 2025 5pm EST, through email to <a href="mailto:samantha_friedman@hms.harvard.edu">samantha_friedman@hms.harvard.edu</a> .
<b>PROPOSAL SUBMISSION PROCESS</b>	All submissions must be through email to <a href="mailto:rdmla.help@gmail.com">rdmla.help@gmail.com</a> and all materials included in the submission must be in .pdf or .docx file formats. The deadline for submissions and/or modifications to submissions is April 4, 2025 5pm EST.
<b>RFP WEBSITE</b>	Please review our website for background information about RDMLA: <a href="https://rdmla.github.io/">https://rdmla.github.io/</a>
<b>RFP OFFICIAL CONTACT</b>	Samantha Friedman, RDMLA Project Coordinator <a href="mailto:samantha_friedman@hms.harvard.edu">samantha_friedman@hms.harvard.edu</a>

# 1. The Opportunity

## 1.1. Summary

The AI Ethics unit will be focused on ethical considerations when dealing with AI and Generative AI tools in research/academic library settings. This unit will be part of a larger “AI for Libraries” curriculum that addresses AI Tools for Library Research, AI Use Cases, and more. All units will be hosted online on Canvas under CC-BY-NC-SA (Attribution-NonCommercial-ShareAlike) licensing.

## 1.2. Background

The “RDMLA: AI for Librarians” curriculum is being offered as an extension of [The Research Data Management Academy \(RDMLA\)](#). RDMLA is a global, free, online professional development program designed for librarians, information professionals, or other professionals working in a research-intensive environment. The curriculum focuses on the knowledge and skills needed to effectively collaborate with researchers and stakeholders on data management. RDMLA is the result of a unique partnership between a library and information science academic program, academic health sciences and research libraries, and a publisher. Hosted on Canvas Network, all RDMLA content is freely accessible and open for reuse under a CC-BY-NC-SA license. Currently, RDMLA has more than 8,900 active learners from more than 159 countries around the world.

### **Audience Overview**

RDMLA is self-paced and available to information professionals and librarians from all over the world. The “RDMLA: AI for Librarians” units will also be available in the same format and for the same audience as RDMLA. Content from the units will also be available to the cohort of our Capstone program, [Data Services Continuing Professional Education \(DSCPE\)](#).

### **Curriculum Overview**

The curriculum of “RDMLA: AI for Librarians” is currently under development. Our other two units currently in development, AI Tools for Library Research, and AI Use Cases, will address how to use specific generative AI tools and what scenarios are most appropriate to use AI, respectively. The “AI Ethics” unit should present ethical framework(s) and discuss common ethical concerns (environmental impact, bias, labor issues, academic integrity, etc.). Your proposal will address the specific areas of AI ethical consideration(s) you will focus on.

## **Needs Statement**

To provide the most current content to our RDMLA learners, we are expanding our curriculum to address AI literacy/competency for librarians. We are creating several units for “RDMLA: AI for Librarians.” We are soliciting proposals for the “AI Ethics” unit, to accompany units in development regarding AI use cases in libraries, AI tools for librarians, and more.

## **Award Terms**

The timeline for the proposal selection for the “AI Ethics” unit is outlined in Section 4.1 below. The expected deliverable deadline for unit content is August 8, 2025. If your proposal is chosen, we will work with you on a specific timeline for delivering various unit components. Proposal submitters must be able to meet the August 8, 2025 deadline for all unit content.

RDMLA will offer a total of \$5,000 honorarium for developing this unit, paid in two installments.

## **2. Scope of Work**

### **2.1. General Requirements**

All “RDMLA: AI for Libraries” units will include the following:

- Unit title
- Unit learning objectives
- Instructor’s profile (photo, short bio)
- Sections with section headings
  - Video Lecture (with the maximum length no longer than 12 minutes)
  - Transcript
  - Slides
- Readings/resources

In order to achieve our delivery timeline, the above listed structure is streamlined and it is not necessary to include exercises, discussion forums, or quizzes/assignments or other assessments.

### **2.2. Proposal Content**

Proposals will consist of your contact information, CV, a Letter of Support, your proposed Unit Content Outline, a Sample Syllabus, and your proposed Timeline for Completion of the entire “AI Ethics” unit (see Sections 3.3 and 6 for Evaluation Criteria

and Content Checklist, respectively). The Unit Content Outline will detail the content you will cover in your video lecture and slides. Each section of your Unit Content Outline should include a topic overview, learning objectives, and links or citations for any additional open-access readings or resources you will include. For more information on proposal content criteria, see Section 3.

## 2.3. The Role of RDMLA

The RDMLA team will be responsible for overseeing unit progress and uploading unit materials to the Canvas website. A Statement of Work will be provided for signature by the unit instructor(s) and the RDMLA Co-Leaders after a proposal is chosen. This statement will detail the period of performance, payment terms, schedule, and deliverables agreed upon. The RDMLA Project Coordinator will act as a point of contact between the unit instructor and the RDMLA co-leaders concerning unit progress meetings. See Sections 5 & 6 for the format of final deliverable files. Final deliverables will be uploaded to Canvas by the RDMLA Technology Coordinator.

## 3. Proposal Selection

### 3.1. Proposal Evaluation Criteria

The submitted proposals will be evaluated based the content's adherence to the following elements:

- **Ethical Considerations in AI Use:** How well does the proposal address key ethical issues in the use of AI in libraries? Does it consider concerns like bias, privacy, misinformation, and transparency in AI systems, and provide clear strategies for addressing them?
- **Impact on Library Users and Community:** How does the proposal assess the impact of AI on library users (staff and patrons), particularly in terms of privacy and accessibility? Does it ensure that AI tools benefit all users fairly and without discrimination?
- **Alignment with Library Mission and Values:** How well does the proposal align with the core goals of library and information science practice, including access to information, privacy protection, academic integrity, and freedom of expression? How does it suggest strategies to ensure that AI supports these values?
- **Practicality of Implementation:** Can the proposed ethical approaches be realistically and sustainably applied in libraries? Does the proposal include clear,

actionable steps, such as policy development and staff training, to ensure ethical use of AI?

### 3.2. Minimum Requirements for Unit Instructor(s)

- Excellent communication in writing and oral presentation in English
- Knowledgeable expertise in ethical issues related to AI
- Familiarity with library and information science setting
- Experience with online course development and instruction

### 3.3. Evaluation Score Sheet

CRITERIA DETAILS	% WEIGHT
<p><b><u>#1 Curriculum Vitae (CV)</u></b></p> <p><i>Evidence of the minimum qualifications is required.</i></p>	<b>15%</b>
<p><b><u>#2 Letter of Support</u></b></p> <p><i>A one page letter attesting to your expertise from a colleague, supervisor, mentor, or a testimonial from a student.</i></p>	<b>10%</b>
<p><b><u>#3 Inclusion of content elements</u></b></p> <p><i>Please include these elements in your proposed lecture content outline:</i></p> <ul style="list-style-type: none"> <li>○ <i>Ethical considerations in AI use</i></li> <li>○ <i>Impact on library users and community</i></li> <li>○ <i>Alignment with library mission and values</i></li> <li>○ <i>Practicality of implementation</i></li> </ul>	<b>40%</b>
<p><b><u>#4 Sample Syllabus</u></b></p> <p><i>Please outline the structure of the unit and list any supplemental materials (links to readings, videos, resources) in your syllabus.</i></p>	<b>25%</b>

<b>#5 Proposed Timeline</b> <i>Include the dates each section of your unit will be completed by, but all content must be delivered by August 8 2025</i>	<b>10%</b>
<b><u>TOTAL SCORE</u></b>	<b>100%</b>

## 4. Selection and Award Process

### 4.1. Selection Schedule

Schedule	
Event	Date(s)
RFP issue date	3/5/25
Deadline for questions	3/28/25
<b>Proposals due</b>	4/4/25
Anticipated Contract Award Date	4/18/25

### 4.2. Selection and Award Process

The RDMLA Project Coordinator will reach out to the selected proposal instructor(s) by email if their proposal is chosen for development. Only one proposal will be accepted. A proposal can be co-developed by multiple instructors. An introductory meeting will be scheduled between the RDMLA team and the accepted proposer(s) at the time when a proposal is officially accepted.

## 5. Submission Instructions

- Email submissions to [rdmla.help@gmail.com](mailto:rdmla.help@gmail.com).
- Email questions to RDMLA Project Coordinator, Samantha Friedman at [samantha\\_friedman@hms.harvard.edu](mailto:samantha_friedman@hms.harvard.edu) before March 28, 2025.
- All documents should be submitted as attachments in a .docx or .pdf file format.
- Maximum page count is 20 pages (excluding CV).

- All submissions should be finalized by the due date of April 4, 2025, 5pm EST. Any modifications to your submission will only be accepted before this deadline.

## 6. Proposal Contents Checklist

<b>PROPOSAL CHECKLIST</b>	
<i>(all components are required for submission and must be sent as .pdf or .docx file attachments)</i>	
<b>1. Contact Information</b> [full name, email, phone number, website, brief bio]	
<b>2. CV</b> [criteria #1]	
<b>3. Letter of Support</b> [criteria #2]	
<b>4. Content Outline</b> [criteria #3]	
<b>5. Syllabus</b> [criteria #4]	
<b>6. Proposed Timeline</b> [criteria #5]	