Request for Proposals (RFP) for

RDMLA: AI for Librarians

AI Use Cases in Libraries

RFP SUMMARY: The Research Data Management Librarian Academy (RDMLA) team is seeking qualified information professionals to submit proposals for the AI Use Cases in Libraries of our new "RDMLA: AI for Librarians" curriculum. This new curriculum will be an addition to our pre-existing RDMLA units. The AI Use Cases unit will address practical AI use scenarios 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 the use of AI in Library Administrative Tasks, Metadata/Cataloging, User Instruction/Information Literacy, Reference Services, and Research Data Management. The instructor will choose **one** of these five listed topics and develop content using video lectures and supplemental materials that will provide specific examples and demonstrations for the use of AI in the library workplace setting.

RFP ISSUE DATE	April 22, 2025.
PROPOSAL DUE DATE	May 30, 5pm EDT 2025.
DEADLINE FOR QUESTIONS	Questions may be submitted by May 23, 2025 5pm EDT through email to samantha_friedman@hms.harvard.edu.
PROPOSAL SUBMISSION PROCESS	All submissions must be through email to rdmla.help@gmail.com 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 May 30 by 5pm EDT.
RFP WEBSITE	Please review our website for background information about RDMLA: https://rdmla.github.io/
RFP OFFICIAL CONTACT	Samantha Friedman, RDMLA Project Coordinator samantha_friedman@hms.harvard.edu

1. The Opportunity
1.1. Summary

The AI Use Cases unit will focus on the five topics as used in library work: Library Administrative Tasks, Metadata/Cataloging, User Instruction/Information Literacy, Reference Services, and Research Data Management. This unit will be part of a larger "AI for Libraries" curriculum that addresses AI Tools for Library Research, AI Ethics, 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 9,000 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 Ethics, will address how to use specific generative AI tools and what scenarios are most appropriate to use AI, and ethical considerations of AI in the library and information practice setting respectively. The "AI Use Cases" unit will address a variety of AI use cases within library work settings, including: Library Administrative Tasks, Metadata/Cataloging, User Instruction/Information Literacy, Reference Services, and Research Data Management.

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 Use Cases" unit, to accompany units in development.

Award Terms

The timeline for the proposal selection for the "AI Use Cases" is outlined in Section 4.1 below. The expected deliverable deadline for content is October 1, 2025. If your proposal is chosen, we will work with you on a specific timeline for delivering various components. Proposal submitters must be able to meet the October 1, 2025 deadline.

RDMLA will offer a total of $1,000 honorarium for developing the content for **one** topic, paid in two installments.

2. Scope of Work

Instructors choose **one** of five possible topics to develop content for their chosen topic. The general requirements for submitting your proposal for your chosen topic are outlined below. The content will be presented in the form of **one** video lecture, no longer than 15 minutes. All content and video must be original work, developed specifically for "RDMLA: AI for Librarians."

2.1. General Requirements

Final topic content must include:

- Topic title (choose **one**)
  - Library Administrative Tasks
  - Metadata/Cataloging
  - User Instruction/Information Literacy
  - Reference Services
  - Research Data Management
- Learning objectives
- Instructor's profile (photo, short bio)
- **One** video (with the maximum length no longer than 15 minutes)
  - Overview of topic

○ Examples and demonstrations of AI use in libraries
- Transcript of video (following RDMLA requirements)
- Slides used in video (Powerpoint only using template provided by RDMLA)
- Readings/resources (Open Access Only, maximum 5 sources)

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 Topic Content Outline, a Sample Syllabus, and your proposed Timeline for Completion (see Sections 3.3 and 6 for Evaluation Criteria and Content Checklist, respectively). The Topic Content Outline will detail the demonstrations and examples you will cover in your video lecture and slides. The Topic Content Outline also includes an overview, learning objectives, types of specific examples, demonstrations, and links or citations for any additional open-access readings or resources. All content and video must be original work, developed specifically for "RDMLA: AI for Librarians." For more information on proposal content criteria, see Section 3.

2.3. The Role of RDMLA

The RDMLA team will be responsible for overseeing content progress and uploading materials of all five topics into one unit of "RDMLA: AI for Librarians" called "AI Use Cases in Libraries" to the Canvas website. A Statement of Work will be provided for signature by each topic instructor 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 topic instructor and the RDMLA co-leaders concerning 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

We will not evaluate any proposals that are not original work developed specifically for "RDMLA: AI for Librarians." The submitted proposals will be evaluated based the content's adherence to the following elements:

- **AI Application in the Library Workplace:** How well do your examples and demonstrations address the AI Use Case topic that you chose?

- **Clarity and Organization:** Does your proposal clearly describe AI Use Cases within the topic? Is the proposed content well-structured and easy to follow?

- **Practicality and Feasibility:** Can the proposed Use Case realistically be implemented and sustained in library settings? Do your demonstrations illustrate steps that can be transferred to library practice by staff?

3.2.   Minimum Requirements for Instructor

- Excellent communication in writing and oral presentation in English
- Knowledgeable expertise in the chosen topic
- Demonstrated work within the library and information science setting
- Experience with online course development and instruction

3.3.   Evaluation Score Sheet

CRITERIA DETAILS	% WEIGHT
#1 Curriculum Vitae (CV) *Evidence of the minimum qualifications is required.*	**15%**
#2 Letter of Support *A one page letter attesting to your expertise from a colleague, supervisor, mentor, or a testimonial from a student.*	**10%**
#3 Inclusion of content elements *Please include these elements in your proposed content outline:* ● AI Application in the Library Workplace ● Clarity and Organization ● Practicality and Feasibility	**40%**

#4 Sample Syllabus *Please outline the structure of your topic and list any supplemental materials (links to readings, videos, resources) in your syllabus.*	**25%**
#5 Proposed Timeline *All content must be delivered by October 1, 2025*	**10%**
TOTAL SCORE	**100%**

4. Selection and Award Process

4.1. Selection Schedule

Schedule	
Event	**Date(s)**
RFP issue date	4/22/2025
Deadline for questions	5/23/2025
Proposals due	5/30/2025
Anticipated Contract Award Date	6/30/2025

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 per topic. A proposal can be co-developed by multiple instructors and an instructor can write multiple proposals on separate topics. 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.
- Email questions to RDMLA Project Coordinator, Samantha Friedman at samantha_friedman@hms.harvard.edu before May 23, 2025.
- All documents should be submitted as attachments in a .docx or .pdf file format.
- Maximum page count is 10 pages (excluding CV).
- All submissions should be finalized by the due date of May 30, 2025, 5pm EDT. Any modifications to your submission will only be accepted before this deadline.

6. Proposal Contents Checklist

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