

### *Purpose of this Request for Information*

The Academic Libraries of Indiana (ALI) seeks to establish a center of activity through a chosen Service Provider which will work on behalf of ALI member libraries in the collaborative purchase of electronic files –databases, full-text files, online periodical subscriptions, eBooks, or other online resources. Key objectives of this initiative are reduced licensing and/or purchase fees for ALI member libraries as well as reduced cost of overhead and management of resources cooperatively obtained. A critical performance indicator will be that resources acquired cooperatively through the Service Provider must be provided at a lower cost to ALI members than if that same resource were acquired independently by a single member library. The Service Provider will fulfill the tasks identified below and other mutually agreeable tasks or services that may be identified in the future.

This proposal does not dictate the nature of the center of activity proposed above. The staffing configuration could entail a dedicated part-time employee or it could be the shared work of an existing multi-person operation. It is important however that the level of work on behalf of ALI be transparent to the ALI Resource Advisory Committee, which will assume the primary role in advising and overseeing the center of activity, and to the ALI Board of Directors.

### *Definitions*

*Service Provider:* that agency that the Academic Libraries of Indiana retains to provide the services and tasks identified in this *Request for Information*.

*Center of Activity:* The specific services, tasks, processes and initiatives by the Service Provider on behalf of the Academic Libraries of Indiana.

### *Services to be provided*

The Service Provider will be expected to provide the following:

- Maintain a management system for recording and reporting upon all resources procured on behalf of ALI members. Such a system will include all license agreements and contact information for each vendor. It will provide information such as licenses, fees, contact information, and other details for all resources which the Service Provider services on behalf of ALI members. Specific requirements of the management system will be detailed by the ALI Resource Advisory Committee. For purposes of confidentiality, access to this management system data will be restricted to the Service Provider and the ALI Resource Advisory Committee and the

ALI Board of Directors.

- In consultation with the ALI Resource Advisory Committee, solicit on a prescribed schedule or when particularly interesting acquisition opportunities appear, from ALI member libraries their interest and/or intention to participate in the joint purchases in which ALI proposes to engage.
- In consultation with the ALI Resource Advisory Committee, survey ALI members' interests in new databases, full-text files or online periodical subscriptions.
- Negotiate pricing and contract details with vendors and/or publishers, striving for advantageous and optimum value and service for ALI members.
- Process invoices from vendors/content providers and re-invoice participating libraries.
- Pass through monies collected from members to the database vendors. Details regarding the process for this will be agreed upon with the Service Provider and the ALI Resource Advisory Committee and the ALI Board of Directors.
- Conduct other activities associated with the above projects or activities mutually agreed upon with the ALI Resource Advisory Committee and the ALI Board of Directors.

*Signatory on Behalf of ALI (and ALI member libraries)*

Any contract, license, or agreement that the Service Provider negotiates on behalf of ALI members requires an ALI signatory. This signatory will be the President of ALI or another member of the ALI Board of Directors designated by the President to be the signatory.

If a contract, license, or agreement requires an additional signatory from a participating ALI member library, that member library will be responsible for designating an institutional signatory and for identifying that person to the ALI Resource Advisory Committee and to the ALI Board of Directors. Such a signatory will also be the agent when institutional requirements for a contract, license, or agreement require an institutional or member library signatory.

*Oversight of the relationship*

The work of the of the Service Provider in this center of activity will be overseen and directed by the ALI Resource Advisory Committee appointed by the ALI President and the ALI Board of Directors.

*Reporting by the Service Provider*

The Service Provider will submit to the ALI Resource Advisory Committee a quarterly report of its activities. In addition, it will provide a fuller annual report detailing services provided, negotiation efforts, successful contracts, and other information pertinent to the continuing, successful operation and development of this center of activity and to a relationship deemed fruitful and satisfactory by the Academic Libraries of Indiana.

*Schedule of Fees assessed by the Service Provider*

The fees assessed by the Service Provider will be detailed in the memorandum of agreement. These fees may be subject to review annually but can be adjusted only by mutual agreement of the Service Provider, the ALI Resource Advisory Committee and the ALI Board of Directors.

*Duration of the Agreement*

The initial memorandum of agreement between ALI and the Service Provider will have an effective duration of three years with an annual endorsement by the ALI Resource Advisory Committee and the ALI Board of Directors. The agreement will be reviewed in the third year of the relationship and a decision regarding the continuation of services will be rendered by the ALI Executive Board not later than ninety (90) days from the expiration date of the agreement.

*Service Provider Performance Review*

The ALI Resource Advisory Committee will review the performance of the Service Provider on an annual basis. Adjustments in operations or quality service are to be rendered upon mutual agreement. In the event that services are not provided per the agreement or services are deemed to be of insufficient quality by the ALI Resource Advisory Committee and the ALI Board of Directors, the agreement may be terminated not less than one-hundred eighty (180) days from the anniversary date of the agreement.