

ACLCP Policy Statement 006
Guidelines for Vendor Proposals to ACLCP

Section 1:

- A. Typically ACLCP does not purchase services from vendors as a consortium. Rather, ACLCP entertains and makes known to member institutions proposals initiated by vendors, ACLCP committees, institutional members, or individual members which the Executive Committee views as of value to the consortium.
- B. ACLCP does not provide billing or invoicing services for services purchased by ACLCP institutional members.
- C. At the request of member institutions, the ACLCP Executive Committee will entertain and review proposals twice a year (once every spring and fall semester). Please check the current schedule of meetings to see when the committee meets.

Section 2: Proposal to ACLCP Should Include:

- A. Contact Information:
 - Vendor Name, Address and URL
 - Name of Vendor Agent/Representative including telephone, fax and e-mail
 - Name of Contact person for technical support (who should be aware of the proposal) including telephone, fax and e-mail.
- B. Information about the Product or Service:
 - Please describe the product or service and how it would be of value to either individual or institutional members.
 - Purchase or License agreement?
 - In particular, include information concerning:
 - If electronic, can the product/service be restricted by IP number and/or IP range?
 - If electronic, can the product utilize a patron ID system such as a barcode to gain access outside a given set of IP numbers?
 - Frequency of updates/supplements.
 - Is there a listserv for this product or service? If so, what is the address? Are discussions archived, if so, where?
- C. Pricing Information:
 - Please include a pricing model that would accommodate various levels of institutional participation (or individual if applicable) and what measure is being used (Institution vs ETC, etc.) to determine those levels.
- D. References:
 - Institutions or individuals currently using the product or service (include address, phone, fax or email of the contact person).
 - Institutions considering use of the product or service
- E. Deadline for acceptance of the proposal.