

Expression of Interest to Partner with Midwest Collaborative for Library Services (MCLS)

Purpose of EOI

The purpose of this Expression of Interest (EOI) is to provide information to help potential new vendors and Midwest Collaborative for Library Services (MCLS) determine if a partnership would be of benefit to both organizations.

Background: Midwest Collaborative for Library Services

MCLS is a nonprofit library service organization, with approximately 670 member libraries across Indiana and Michigan, and nonmember purchasers from across the country and around the globe. MCLS serves libraries of all sizes and types, including public, academic, school, hospital, corporate, and other special libraries. We look forward to working with new vendors who are interested in partnering with us to provide excellent service and great value to our libraries.

Benefits

We believe partnering with vendors offers benefits not only to our members but to our vendor partners and MCLS as well. Working with a consortium offers economies of scale that are beneficial to all involved. Vendors can reach more libraries with less effort. MCLS provides marketing and promotional services and is often the first contact for customer support, in addition to central billing services. Vendors can work with one trusted partner, sign one central license, and send a single invoice.

Expectations

Upon determining that the vendor and MCLS want to work together, and upon formalizing that intent in writing, MCLS will:

- Create a vendor page on the MCLS website to post products and services
- Promote vendors using current marketing strategy guidelines
- Conduct member meetings to discuss vendors, promotions, and license terms
- Provide members with trial information and learning opportunities
- Provide members with quotes and pricing information
- Sign a license agreement for the group purchase
- Collect all renewal and cancellation information and provide to vendor
- Serve as a single billing contact for vendor
- Ensure that MCLS staff are promoting the value of working with the vendor through MCLS

Vendor will:

- Provide quality products or services to MCLS members at a discount (minimum of 10%)
- Provide branded marketing materials for promotion by MCLS
- Educate vendor personnel serving MCLS members of the partnership and ensure they understand the relationship, and promote the value of MCLS
- Provide trial access, quote, and pricing information as requested

- *Provide MCLS with price grids for quote purposes when possible
- *Send quote pricing to MCLS and MCLS will send quote to member
- Respond to all requests for information in a reasonable time
- Sign a license agreement and bill MCLS for the group purchase
 - *Vendor license agreement will include statement of accessibility
 - *Vendor will provide MCLS with VPAT
- Provide updated information for vendor's web presence on the MCLS page

Questions Regarding the EOI

Any questions regarding the EOI, whether clarifications, technical, or administrative, should be directed to the attention of Stephanie Davis or Susan Bannwart via email to services@mcls.org.

Next Steps

Upon completion and submission of the EOI, MCLS will review the materials and decide about moving forward. Should all the initial criteria be met, MCLS will contact the vendor and arrange a time for both parties to ask and answer any questions about a partnership and determine appropriate next steps.

Please prepare a document which contains all the information requested below and email it to services@mcls.org upon completion. Your EOI must include:

1. Company name
2. Your name, title, and contact information
3. Full physical address
4. Website
5. Company overview: a broad description of your company
6. Product overview: product names, descriptions, and title lists or services your company would offer to our members (can be attached in a separate doc or spreadsheet) *
7. Incentives: what type of group or volume discounts or benefits do you offer to other consortia, or are you willing to offer us (if you haven't worked with consortia in the past)
8. Trial information: who to contact and terms of trial
9. Training opportunities: webinars, self-guided tutorials, onsite training if offered after purchase, etc.
10. Your reason why: Why do you want to work with MCLS?
11. Primary contact for sales, new quotes, and renewals, license terms
12. Primary contact for IT support: this person will also receive automated updates should the IP ranges change for any of our members
13. Primary contact for usage statistics or instructions for libraries to obtain usage statistics.
14. Company logo: please send a scalable electronic copy of your company logo for our website; acceptable formats include .png and .jpg
15. VPAT: please send an electronic copy of your VPAT or provide the URL
16. License terms and Accessibility Statement

Please note that an EOI is not a commitment or agreement.

**MCLS reserves the right to edit copy at its discretion*