Dear Colleagues,

It is that time of the year again - we would like your pricing for 2015 in order to confirm renewals and provide take-up options for new subscribers.

If your organisation’s account manager for CAUL has changed, I would be grateful if you could pass this on to the correct person.

If you no longer wish to receive notices such as these from CAUL, please let me know and I can take you off this circulation list.

Some of you have already provided the pricing, for which I thank-you, but I would refer you to the additional questions below on documentation needed – we are seriously trying to reduce the amount of time we spend reviewing and tidying up documentation before we present it to members. The less time we need to spend, the faster the whole process can proceed.

I would be grateful for the following information:

1. Renewal pricing for current subscribers
   1a. If CAUL is not handling the invoicing, please also include a statement of the final amounts paid for each of our subscribers for the 2014 subscription year. If we are handling the invoicing, we already have this information.

2. Options for new subscribers - with incentives for the group for widening the subscription circle.

3. Options for trialling current and new services

My preferred timing for 2015 subscriptions:

z. Pay supplier before Christmas (if we handle the invoice) – please note that we require 60-day terms

y. Invoice subscribers in November (ditto)

x. Receive group invoice from supplier by October 31 (ditto)

w. Confirm renewals and new subscribers by September 30

v. Call for renewals and new subscribers by August 31 (or earlier if possible)

u. Receive 2015 pricing from suppliers by July 31 (or earlier if available)

If it is not possible for you to provide the pricing within this timeframe, I would be grateful if you could give me your best estimate of when it will be available.

If you need any information from me to achieve this, please advise as early as possible.

2015 pricing:
Please include up-front in your renewal information the difference between 2015 pricing and 2014 pricing - in percentage terms please. If the price increase is greater than CPI, please also include the rationale for such an increase. All proposals to members will include this information, so providing it up-front will ensure that the process is not delayed.

1. Please include a copy of your previous renewal document, with tracked changes so that changes are easily identifiable. Please also include the clean copy of your final document.

2. If your proposal document is not in Excel, please include an Excel document with any and all tables from your proposal. Please do not secure these documents – we need to be able to play with them. I would also be grateful if you could freeze column and row headers, and include a document date within the document (filenames will be changed before publication at this end.)

3. Please include a full list of the titles covered by your proposal, in Excel please. The titles list
should include publication date or date ranges.

4. Please find attached a copy of our own list of member institutions, with their correct names – it would be helpful if your proposals mapped to these names as standard.

**Licence/Agreement conditions:**
Please include with your pricing a copy of your current licence for CAUL members. If this licence has changed since last year’s, please highlight (track) the changes. Please include a date and/or version number on all documents.

**Help Desk response time:**
If you have implemented automatic blocking, we assume that you also have a 24x7 response desk so our subscribers may request unblocking within the shortest possible timeframe. If you do not have 24x7 response, please indicate what measures you have in place to respond to such requests.

**NOTE:** Australia opens for business 9-11 hours before the UK and 15-17 hours before the USA – please consider what options are available to us if your services are unavailable in our working hours and your system experiences major problems ….

**Useful links on the CAUL website (please bookmark):**
CAUL/CEIRC purchasing group members:
http://www.caul.edu.au/caul-programs/ceirc/participants
This page includes official (government) FTE numbers, IP ranges and all contact details for members (all CAUL, CONZUL members and our external participants). The most recent full year data available is from 2012 – 2013 is not generally available until September/October which is too late to be included in renewals proposals.

http://www.caul.edu.au/caul-programs/ceirc/publishers
This page includes links to our information about your company and its offers to CAUL/CEIRC.

http://www.caul.edu.au/caul-programs/ceirc/offers
This page includes details of the most recent offer to CAUL/CEIRC for given products. (When the offer is superseded, the previous details are deleted from this page, but stay accessible under your company page on the web site.)

This page provides resources for our members, but also includes links to model licences, and our very own model clauses - for use when any proposed licence includes an unacceptable clause.

I look forward to working with you again this year.

All best wishes,
Diane

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