

From: [caul-circular](#) on behalf of [Diane Costello](#)
To: [CAUL Circular 1](#)
Subject: [CAUL Circular] CAUL request for 2019 (renewals) pricing & NEW request for your licence terms
Date: Sunday, 2 September 2018 4:00:31 PM
Attachments: [ceirc2018licence-terms-form.docx](#)
[ATT00001.txt](#)

Dear Colleagues,

Thank-you for your patience over the last 12 months while we were implementing [ConsortiaManager](#). It is already assisting us and our members in the processing of the annual subscriptions. I am pleased to say that we were able to enter the historic data for all products (except one) for which we handle the invoicing – some which are handled via the publisher/vendor are still pending, and we look forward to tidying those up this year.

[This email is the formal request for your 2019 pricing in order to confirm renewals and provide take-up options for new subscribers.](#)

We still wish to receive your proposal document, licence/agreement, titles list and your internal pricing spreadsheet (with all formulae included) – this will allow us to show your models and methodology to our members. All documents should highlight changes made since last year's proposal.

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.

NEW:

We will also be pushing out the auto-request via ConsortiaManager. If you do not receive the auto-request within the next week, please do let me know.

NEW:

This year, when you send your renewal pricing, together with a copy of your current licence/agreement (with tracked changes, if any), please also complete the attached template.

Please take a few minutes to read all of the following information very carefully, before sending through your documentation.

Please note the following regarding the format/presentation of your documentation – 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:

1. Please include a copy of your previous renewal document, in Microsoft Word with tracked changes so that updates 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. Please also freeze column and row headers, and include a document date within the document (your original 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 for monographs or date ranges for serials.
4. Please find [appended at the end of this message](#) a copy of our own list of member institutions, with their full names – please use these names in your proposals and reports as standard.

Information requested:

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 2018 subscription year. If we are handling the invoicing, or if your 2018 order was finalised through ConsortiaManager, then 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 2019 subscriptions:

- z. Pay supplier before Christmas (if we handle the invoice) – please note that we require 60-day terms
- y. Invoice subscribers in November
- x. Receive group invoice from supplier by October 31
- w. Confirm renewals and new subscribers by October 20
- v. Call for renewals and new subscribers by September 30 (or earlier if possible)
- u. Receive 2018 pricing from suppliers by September 30 (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 me as early as possible.

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 in Microsoft Word. Please include a date and/or version number on all documents.

Titles data:

We have been asking for titles lists in Excel format for some time – we can still use these and will publish them – however the KBART format allows us to import the lists easily into ConsortiaManager for our members. Other formats, and your website links to all formats, will be included as additional information on our ConsortiaManager site.

Pricing Data:

With respect to the pricing template, please see our new standard template at https://www.caul.edu.au/sites/default/files/documents/dataset/CAULagreements_member_prices_template.xlsx

We have attempted to include enough information in the cover sheet (PLEASE do read it carefully) and request that you fill in the columns with the orange headers – the other columns are for us. We have included a drop-down menu for our institutions' names – so they will be absolutely correct – please just select the first from cell A3, enter the data in that row, then move down a cell to A4, select the next institution, fill in the row, etc. Let me (or Alisha) know if you have any problems with it.

For those who received order spreadsheets from us in the last year, we will export your 2018 final subscriptions spreadsheet and send it to you for updating.

Please include up-front in your renewal information (and also in your covering email) the difference between 2018 pricing and 2017 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.

With respect to CPI as of July 2018: Only 9 reported countries are above 3%. Of the countries of the publishers from whom we source most of our content:

CPI the Netherlands	2.100 %
CPI Germany	2.055 %
CPI United States	2.950 %
CPI Great Britain	2.319 %

To reiterate the request from last year – to simplify the inclusion of your proposals and data into ConsortiaManager, your pricing information should be presented as a structured spreadsheet, using the template we provide, and your titles lists in KBART format as a minimum.

Help Desk response time:

If you have implemented automatic blocking for suspected mis-use of your content, we assume that you also have a 24x7 response desk so our administrators 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

WCAG Compliance:

Web Content Accessibility Guidelines (WCAG) 2.0 is now the International standard for accessible online content [ISO/IEC 40500:2012](#) (International Organization for Standardization, 2012)

This year we are making a special effort to confirm the progress of all our publishers towards accessibility of all websites we are opening to our users. We are measuring against the WCAG protocol but if you are using another, please specify.

Please confirm if your content website is WCAG compliant. If not, please confirm your plans and timeline for making it compliant.

Useful links on the CAUL website (these have been updated for the new website - please bookmark):

CAUL/CEIRC purchasing group members:

<https://www.caul.edu.au/programs-projects/ceirc-contacts>

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 2014 – 2015 is not generally available until September/October which is too late to be included in renewals proposals.

<http://archive2010.caul.edu.au/aul-programs/ceirc/publishers>

This page includes links to our information about your company and its offers to CAUL/CEIRC. It is not included on the new website – similar information will be available to our members through ConsortiaManager.

<http://archive2010.caul.edu.au/aul-programs/ceirc/offers> to be moved to <https://www.caul.edu.au/programs-projects/eresources-consortium-ceirc/current-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.)

<https://www.caul.edu.au/programs-projects/eresources-consortium-ceirc/resources-publishers>

This page 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.

Best wishes,
Diane

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The Higher Education Technology Agenda conference is taking place in Wollongong, New South Wales, Australia, 19-22 May 2019.

THETA is the number one biennial conference in Australasia for Information Technology, Teaching and Learning, Library and Knowledge Management practitioners in higher education and research.

<http://theta.edu.au/>

List of CAUL / CEIRC institutions (please use this version of their names in all proposals and reports):

CAUL

Australian Catholic University
Australian National University
Bond University
Central Queensland University
Charles Darwin University
Charles Sturt University
Curtin University
Deakin University
Edith Cowan University
Federation University Australia
Flinders University
Griffith University
James Cook University
La Trobe University
Macquarie University
Monash University
Murdoch University
Queensland University of Technology
RMIT University
Southern Cross University
Swinburne University of Technology
University of Adelaide
University of Canberra
University of Melbourne
University of New England
University of New South Wales
University of Newcastle
University of Notre Dame Australia
University of Queensland
University of South Australia
University of Southern Queensland
University of Sydney
University of Tasmania
University of Technology, Sydney
University of the Sunshine Coast
University of Western Australia
University of Wollongong
Victoria University
Western Sydney University

CONZUL

Auckland University of Technology
Lincoln University
Massey University
University of Auckland
University of Canterbury
University of Otago
University of Waikato
Victoria University of Wellington

External

AgResearch Ltd
Australian Institute of Marine Science
Australian Nuclear Science and Technology Organisation
Avondale College
Callaghan Innovation
Commonwealth Scientific and Industrial Research Organisation
Defence Science and Technology Group
Department of Primary Industries and Regional Development
Landcare Research
National Institute of Water and Atmospheric Research

NSW Department of Industry
Open Polytechnic of New Zealand
Plant & Food Research
Queensland Department of Agriculture and Fisheries
Scion
Unitec Institute of Technology
University of the South Pacific