

Statewide Database Licensing Advisory Committee Meeting
Oregon State Library - Room B9 (or by phone)
April 29, 2013
1:00 pm to 4:00 pm

Member present in person: Chair, Jane Nichols, Sheryl Eldridge, Canon Crawford, Glenna Rhodes, Thomas Richards, Jennifer Parkhurst, Marika Pineda, and Liz Paulus. Carol Dinges, LSTA Advisory Council Representative.

Members present via phone: Garnetta Wilker

Staff present: Susan Westin, Arlene Weible, Ferol Weyand.

Chair, Jane Nichols called the meeting in order at 1:00 p.m.

Welcome and introductions:

Introductions of members in attendance and phone were made and Nichols thanked the outgoing members Glenna Rhodes, Canon Crawford and Sean Park for their years of service.

Review agenda and minutes from January 10, 2013 meeting:

Parkhurst moved to approved without additions or corrections. Crawford seconded.

Announcement of 2013 committee candidates and recognition of outgoing members:

Weible informed the committee of the names on the ballot for nominations for the SDLAC committee. The LSTA Advisory Council will vote at the May 10, 2013 meeting. Weible will work with DAS to clarify who is eligible to serve on the group evaluating the RFP proposals.

Plans for committee's annual report:

Crawford and Paulus will work on the annual report for the LSTA council. Following discussion the committee decided to go with the online discussion for the report. Nichols will start a draft, looking to finalize in mid May or mid June.

Review draft RFP

Weible led the Committee through a review of the draft RFP. Committee discussed each category. Further work will be done by Weible, Wilker, and Parkhurst to clarify the references to reading levels. Further editing will also be done to make the language and numbering of each category consistent and to clarify that participating libraries will be able to select individual databases from the proposed packages.

Break

Review draft RFP (cont.)

2:45

There was further adjustment of mandatory vs. desirable requirements in Category 4, and to the language throughout the categories about abstracts.

Committee reviewed the evaluation portion of the RFP. Weible explained the scoring phases and criteria. More emphasis was placed on the content piece. Round one will evaluate written proposals only. Demonstrations and trial access will be the basis of Round 2 evaluation. Up to 5 vendors per category will move on to Phase 2. The vendor may choose to provide a proposal for each category. Round two should be more specific. Committee discussed whether points will cumulate between round one and two.

In considering how to weight the cost in the evaluation of proposals, committee members commented on the need to provide the databases to K-12 libraries at no cost, since they do not have the resources available to academic and public libraries.

The proposal should be posted by mid June. Meetings will be scheduled in August to October for the evaluations. Meetings will be in person, phone or email.

Review Action Items:

Action items:

- Nichols will draft annual report and send to Crawford and Paulus for review.
- Weible will work with DAS to clarify who is eligible to serve on the group evaluating the RFP proposals.
- Weible will verify all edits are consistent in each category.

- Marika will go over RFP for clerical corrections and consistency.
- Weible will clarify scoring and cost proposal questions with DAS.

Meeting was adjourned at 4:30