Explanation for Library Subscription Service

The University of Houston seeks approval to delegate authority to the Chancellor to negotiate and execute a multi-year contract (not to exceed three years) for library subscription services for the MD Anderson Library following a competitive procurement process. The contract would begin September 1, 2012.

The selected vendor would assist the library with the management of approximately 4,000 annual subscriptions, including various journal and periodical titles as well as titles published as monographic series (i.e., books). The subscribed publications include both print and online resources. The vendor would act as an authorized agent of the library and interact with individual publishers on the library’s behalf. In this capacity, the vendor would:

- provide a secure online interface for the verification and revision of the title list,
- submit orders and payments to publishers based upon the approved title list,
- provide invoices (print and electronic) to the library for the subscriptions placed,
- process electronically submitted claims and replacement requests for missing issues, and
- provide reports of service to the library.

Orders could be placed, payments made, and issues resolved through a single company, which is a much more efficient method for the library to manage its subscriptions than trying to interact with many publishers separately.