

**MEMORANDUM OF UNDERSTANDING
BETWEEN OKLAHOMA DEPARTMENT OF LIBRARIES
AND OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION**

The Oklahoma Department of Libraries (ODL) is the official state library of Oklahoma and serves as the State Library Administrative Agency that receives and administers federal grants from the Institute for Library and Museum Services' Library Services and Technology Act, Grants to States Program. ODL assists with public library development and coordinates library and information technology projects for the state. The Oklahoma State Regents for Higher Education (OSRHE) coordinates the State System of Higher Education comprised of 25 colleges and universities – including two research universities, 10 regional universities, one public liberal arts university and 12 community colleges – and 11 constituent agencies and one university center. ODL and OSRHE are the signatory parties to this Memorandum of Understanding.

It is the mutual understanding of these parties that:

1. Purpose:

The purpose of this agreement is to jointly solicit proposals and select a supplier by competitive bid for Statewide Databases that will meet the needs of both parties. Ideally, the result will be cost savings for both parties with no reduction in service.

This program will ensure every Oklahoman has access to quality information and every student in the State System of Higher Education has access to the information resources needed to successfully complete their coursework and prepare for a career.

2. Background:

For more than twenty years, ODL has subscribed to online informational databases for schools and libraries statewide. This collection of databases—available from home and office with an internet connection—includes access to resources for all ages of Oklahomans, from reference materials that assist with homework help, to millions of full-text articles in more than 5,600 magazines, newspapers, and peer-reviewed journals. Subject databases provide information on health issues, legal topics, small business assistance, and a variety of disciplines from psychology and sociology to the latest trends in computer technology. This foundational collection of vetted materials benefits OSRHE because databases specific to higher education can be added for less cost than if a different supplier were selected. ODL pays for its subscription with a portion of its annual allotment of federal funds from the Library Services and Technology Act (LSTA).

The Oklahoma Council of Academic Library Directors (OCALD) represents public and private colleges and universities in Oklahoma. These colleges and universities serve and support a diverse student body, faculty, and staff. OCALD was established by the OSRHE as an official advisory council, and its functions include 1) serving as the vehicle

for sustaining a more coordinated library system with the specific charge of developing a "virtual" library through which all residents have equal access to library collections in Oklahoma and throughout the world via technology, and 2) coordinating the OSRHE's library initiatives with those of the Oklahoma Department of Libraries and the Library Media Division of the State Department of Education.

The current contracts for databases subscribed to by ODL and OSRHE expire September 30, 2022. A contract with the new supplier will be for an initial 9-month period to begin October 1, 2022, followed by four options to renew for 12 months each. The option to renew the databases targeted to the higher education market will be separate from ODL's base subscription.

3. Scope of Work:

ODL and OSRHE/OCALD will collaborate to solicit and evaluate proposals for the Statewide Databases. To accomplish this:

ODL will:

- Establish a work group comprised of ODL staff to represent the interests of the agency and public libraries.
- Draft a Request for Proposal that includes the needs of ODL and OSRHE/OCALD and has the approval of the OCALD Cooperative Collection Development and Resource Sharing Committee.
- Collaborate with OSRHE/OCALD to determine the evaluation and selection criteria.
- Submit required documentation to Central Purchasing for management of the competitive bidding process.
- Recruit representatives of public libraries to collaborate on the evaluation and selection recommendation to ODL Administration.
- Coordinate the selection process to include representatives of the academic library community.
- Provide our own technical support.

OSRHE/OCALD will:

- Assign the OCALD Cooperative Collection Development and Resource Sharing Committee to evaluate and recommend a preferred supplier based on the collective needs of both parties.
- Pay the portion of the subscription that is targeted to the higher education market, the amount of which will not exceed \$178,680 plus five percent.
- **HANDLE YOUR OWN TECH SUPPORT**
- **STATISTICS** to be shared with ODL
- Notify ODL by May 1 of each year their intent to continue or discontinue participating in this partnership
- Ensure ODL receives payment for their share no later than 45 days prior to the quarterly payment due date to the supplier.

4. Contacts:

Debbie Blanke, Ed.D.
Senior Vice Chancellor for Academic and Student Affairs
Oklahoma State Regents of Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
dblank@osrhe.edu

Melody Kellogg, Director
Oklahoma Department of Libraries
200 NE 18th St.
Oklahoma City, OK 73105
Melody.Kellogg@libraries.ok.gov

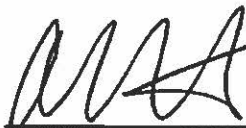
5. Accessibility:

All electronic and information technology must meet the applicable accessibility standards of 36 C.F.R. § 1194 et seq. and Section 508 of the Rehabilitation Act of 1973, as amended. (29 U.S.C. § 794). Specifically, the following Section 508 technical standards may be applicable. "Software Applications and Operating Systems (36 C.F.R. § 1194.21)" Web-based Intranet and Internet Information and Applications (36 C.F.R. § 1194.22) "Video or Multimedia Products (36 C.F.R. § 1194.24). Contracts and RFPs must, at a minimum, state the level of compliance to each applicable regulator section.

6. Term of Memorandum of Understanding

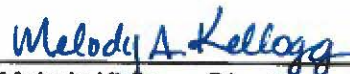
This agreement shall enter into effect on the latest date of its signature.

For Oklahoma State Regents for Higher Education



Allison D. Garret, Chancellor
Oklahoma State Regents for Higher Education

For Oklahoma Department of Libraries



Melody Kellogg, Director
Oklahoma Department of Libraries

Approved as to Form:

