**STEPS INVOLVED IN SETTING UP A CONSORTIUM DEAL**

**Jan – Feb** Tim notifies the group that the consortium is accepting proposals for new deals. Any existing deals are automatically negotiated as renewals unless the vendor or consortium says otherwise. Any deals dropped by PASCAL and/or NC LIVE are automatically negotiated.

**Feb-Apr** All deals are assigned to a negotiator. The negotiator contacts the vendor and gathers details.

**April** The consortium meets and reviews the entire list of deals. The group collectively decides

1. Which deals are worth pursuing
2. Which terms need further negotiation
3. The timetable for each deal. Due to the serials subscription cycles, we usually work on our journal deals over the summer and our database deals over the fall.

After the meeting, the negotiator resolves any issues that the group raised as needing further negotiation and clarification. If things are going well and the deal looks viable, the negotiator should start working on a license that can be signed by each participating school.

**Approximately one month before the start date for a given deal** The negotiator sends final details of the deal to the group and asks which schools wish to participate.

**Approximately two weeks before the start date for a given deal** The negotiator finalizes the participant list and sends it to the vendor.

**Near the start date** The vendor sends a license and invoice directly to each participant. Exception – for bulk discount deals that absolutely require a single payee, the consortium uses EBSCO. Note: although each school signs its own license, we really need to sign licenses that are pretty much identical. Most vendors aren’t willing to offer us a consortium discount and then do a separate license negotiation with each and every participating school.