OCUL E-resources License Management Workflow - Renewal of product

OCUL Assistant tracks the product renewal date

OCUL Assistant tracks the product renewal date on OCUL website.

OCUL office sends out reminder to vendor If the vendor does not send out renewal notice 3 months prior to contract end date.

Vendor sends out renewal notice to OCUL

OCUL office is required to receive the renewal detail 3 months prior to contract end date. This gives OCUL office the time to negotiate with the vendor and gather commitment and feedback from OCUL members.

OCUL Projects Officer evaluates the renewal offer made by vendor

OCUL PO determines whether the offer is reasonable (if increase less than 5% deemed reasonable). Also PO verifies whether there's any changes to the product (added content) or agreement terms.

Posting renewal information on OCUL website for OCUL members' review

OCUL PO instructs OCUL Assistant to post the following renewal information on the OCUL website for OCUL members to review.
- Response deadline; Subscription information(any additions or removals to the product); Licence term; Pricing; trial information

PO send out the announcement e-mail for members to review the website.

Gather commitments from OCUL members

Based on the posted information existing participants will decide whether to continue the subscription. If the existing participant does not response this means renewal for the institution.

If any OCUL members are interested in the product. OCUL will arrange a trial for the institution prior to making the decision.

Confirming number of users for vendor

OCUL PO/Assistant contacts the vendor and provide confirmation on number users

OCUL Assistant finalizes the renewal offer with the vendor

After getting the confirmation from OCUL PO regarding the number of subscribers from OCUL. OCUL Assistant finalizes the renewal terms with the vendor.

Signing the renewal offer from vendor

When its required by the vendor. OCUL PO signs the renewal.

OCUL Office processes the renewal invoice from vendor

OCUL office pays the renewal invoice through COU from the E-resources deposit collected in the beginning the fiscal year