

MEMO

TO: Montana State Library Network Advisory Council

FROM: Sarah McHugh, Statewide Projects Librarian

DATE: May 10, 2011

RE: Proposed procurement process timeline for Montana Shared Catalog ILS

- May 2011 – Share timeline with State Librarian, MSC Executive Committee, MSC Membership, NAC
 - MSC Membership appoint an RFI and RFP review committee (year-long commitment)
 - Ask for NAC volunteers; names will be submitted to Darlene for final selection (Gale Bacon would participate automatically as MSC liaison on the NAC)
 - Invite open source technical advisor to sit on committee (Butte or Livingston)
- June 2011 – Share timeline with Commission
- July 2011 – Draft RFI (to be reviewed by committee and full NAC)
- Mid-August 2011 – Issue RFI
- Mid-September 2011 – RFI responses due
- October 2011 – Evaluate RFI responses
- November-December 2011 – Draft RFP (to be reviewed by committee and full NAC)
- January 2012 – Issue RFP
- Mid-February – RFP responses due
 - February- new MSC library application process opens, implementation of new libraries held until new system is in place
- March-April 2012 – Evaluate RFP responses
- May 2012 – Committee to present recommendation to MSC Membership for approval
 - Recommendation to NAC for approval, including LSTA funding scenarios to cover an overlap period of 2 systems
- June 2012 - NAC recommendation to Commission for approval
 - If new contract is not with Sirsi, negotiate renewal for up to one year with the option to receive a refund if the MSC is migrated off Sirsi before the end of the one-year renewal
- July 2012 – sign contract with new vendor and begin migration process
- FY 2013 – complete a migration period to new system that may be staged, possibly based on library types
- FY2013- new MSC libraries implemented in new system