March 1, 2005

Vendor Invitation

Dear Vendor,

The Pittsburg State University Library Consortium is pleased to invite you to demonstrate your ILS product to members of the Consortium.

In order to strike a balance between presentation quality and time required to cover all the issues we identified in the definition process, some components of the evaluation make use of both demonstration scripts and questions which may be answered in a written response.

Please find our proposed demonstration scripts and questions for the various components of the evaluation exercise at the following URL: http://library.pittstate.edu/admin/ILS/

Demonstration scripts outline several scenarios which reflect situations and data currently in use by the PSU Consortium. These situations should be simulated in order to most accurately match current workflow and material in use by the PSU Consortium. Script questions should be incorporated wherever as possible in your presentation.

Demonstration Guidelines

It is the wish of the PSU Consortium to evaluate software which is currently available to all customers throughout this exercise. The use of software which is in alpha or beta test (or any pre-release stage) is discouraged. If, in the course of the on-site interviews, you feel it necessary to demonstrate such software, the switch to a site or server running alpha or beta software must be clearly announced and documented in the scripted proceedings.

Demonstrations should make use of live databases similar in size and makeup to the PSU Consortium institutions.

Responses to the Questions should be returned no later than two weeks after the on-site demonstration, in order to ensure consideration in the evaluation process. Responses should be fully supported by brochures, sample reports, notices, and screen shots as appropriate.

At the same time as your response to the questions, please provide an initial proposed configuration of hardware, operating system, software, DBMS, and enduser workstation specifications. This should include VAR-relationships available for add-on products and software.

Contact details of 3-5 peer institutions of a similar size and configuration to the PSU consortium who are willing to be contacted on issues outlined in the script questions and on-site presentation is required.

At the end of the vendor script exercise, the overall presentation and products will be evaluated by members of the PSU Consortium, hopefully to arrive at a shortlist and to begin negotiations for procurement.
**Vendor Demonstration arrangements.**

Demonstrations will take place at the Axe Library, Pittsburg State University

The following time slots are available and will be allocated on a first come, first served basis

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
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<tbody>
<tr>
<td>March 28-30</td>
<td>Monday – Wednesday</td>
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<tr>
<td>April 4-6</td>
<td>Monday – Wednesday</td>
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<tr>
<td>April 11-13</td>
<td>Monday – Wednesday</td>
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<td>April 20-22</td>
<td>Wednesday – Friday</td>
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<td>April 25-27</td>
<td>Monday – Wednesday</td>
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<td>May 2-4</td>
<td>Monday – Wednesday</td>
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We feel that demonstrations will require at least two days to allow a complete study of all the areas of interest to the diverse members of consortium staff who wish to attend. It is quite possible that this might extend into a third day and thus we have made a third day available for vendors who wish to take advantage of it.

If any points need clarification, please contact me and I will seek clarification or explanation from the relevant parties.

Thank you for agreeing to participate in this important exercise. I look forward to your reply and to seeing a demonstration of your system

Robert A. Smith  
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