



MDK12 Digital Library – Process for Adding New and Continuing Digital Content for 2017-18 SY List

| Step | Task | Person(s) Responsible | Timeline |
|------|---|---|--|
| 1 | Identify new digital content for consideration | Steering Committee | September 13, 2016 |
| 2 | Vendor Presentations and trials – Vendor Day (New vendors & streaming video) | Evaluation and Selection Committee Vendor Day Committee | October 27, 2016 – Arbutus Public Library 9 am – 3 pm |
| 3 | Set trials for new content Gather feedback from local school system users on feedback rubric based on trials | Evaluation and Selection Committee | Late October 2016/Early January 2017 |
| 4 | Identify digital content to be pursued for pricing based on feedback – existing and adding new | Steering Committee | Late January 2017 |
| 5 | Issue Continuance/RFQ | Steering Committee Procurement Officer – Montgomery County | Late January 2017 |
| 6 | Evaluate responses from Vendors | Evaluation and Selection Committee | Mid-February 2017 |
| 7 | Renegotiate pricing if necessary; prepare final list of vendors; share results with Steering Committee and LEA purchasing offices | Evaluation and Selection Committee Procurement Office | Mid-February – March 2017 |

Revised 12 September 2016