

Memorandum

Office of the Provost and Vice-Principal (Academic)
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TO: Board of Governors

FROM: Professor Christopher Manfredi, Provost and Vice-Principal (Academic)

SUBJECT: Renewal of ProQuest McGill Comprehensive (McGill Select) Subscription Agreement

DATE: December 1, 2016

DOCUMENT #: GD16-22

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE & EXPECTED OUTCOME Approval is sought to renew the ProQuest McGill Comprehensive (McGill Select) Subscription Agreement for the McGill University Library.

BACKGROUND & RATIONALE ProQuest LLC. is a U.S. publisher that provides online access to archives of sources such as newspapers, periodicals, dissertations, and aggregated databases.

On October 11, 2011, the Executive Committee of the Board of Governors approved a five-year agreement for the complete range of ProQuest full text databases, e-book collections, indexes and other subscriptions produced by ProQuest. This agreement enabled the McGill University Library to increase its access to over 270 subscriptions immediately, for \$4,334,600 USD over five years. This represented a 400% increase in content for a 30% increase in expenditure, compared to what would have been spent over the same time period.

The five-year agreement is now up for renewal and the Library wishes to continue to purchase the complete range of e-resources currently offered by ProQuest and all new material produced within the next five years.

The value of the agreement will be \$3,898,954 USD before taxes. This represents a further 10% discount and a savings of \$435,646. Because the license fee is fixed, the Library is able to plan and budget accordingly. Converted to Canadian dollars at the rate of \$1.35 the value of the agreement will be CAD \$5,265,537 (including taxes and tax rebates) and payable in US dollars as follows:

2016 – 2021 Renewal Agreement: \$3,898,954 USD Total

Year 1	Year 2	Year 3	Year 4	Year 5
\$779,791 USD	\$779,791 USD	\$779,791 USD	\$779,791 USD	\$779,791 USD

It is to be noted that a short-term license agreement of two months was recently entered into, effective October 1, 2016 to November 30, 2016 as a means to benefit immediately from certain additions to the offering by ProQuest. The short-term license agreement confirms that the service will be maintained until December 15, 2016, to provide the University with time to follow its contract approval and signature process. The monthly fee during the term of the short-term license agreement is significantly higher than what is offered for the new agreement, however upon the effective date of the new agreement on December 1, a credit memo will be issued against the first-year payment to readjust to the same monthly amount.

**ALIGNMENT
WITH MISSION
AND STRATEGIC
PRIORITIES**

The renewal of these valued library resources, particularly in Humanities and Social Sciences, Management, Law and Life Sciences areas, will ensure that the expanded library collection will continue to support the University’s teaching and research missions. Many of the resources provided by ProQuest are primary resources which enhance teaching and research by providing electronic access to content previously available only in rare book collections in libraries around the world.

The strength of the overall collection has ensured that the Library is ranked #1 in the McLean’s University Ranking and a significant driver behind McGill’s #1 ranking for the past years.

**COMPLIANCE
WITH
UNIVERSITY
POLICY**

The proposal has been reviewed with Procurement Services, which coordinated the contracting process, including a full review of the updated terms and conditions of the license by Legal Services.

In accordance with Article 15 of the *Regulations Relating to the Approval of Contracts and Signing Authority*, the agreement is subject to approval by the Board of Governors.

**COMPLIANCE
WITH
LEGISLATION/
EXTERNAL
REGULATIONS**

The agreement will be executed based on a sole source exception authorized by law of art. 13 (2) of the *Act Respecting Contracting with Public Bodies*.

RISK FACTORS

A potential, but very minimal risk, is that ProQuest would go out of business within the five-year agreement period. Experience has shown us that a publishing company of this size would sell their assets to another publishing company. Since the laws of the province of Quebec apply to the agreement, any new company that would come into possession of ProQuest assets would have to honor the terms of the existing agreement with the University.

	However, ProQuest seems to be thriving as the company has grown and expanded its offering since we entered our first agreement with them in 2011.
SUSTAINABILITY CONSIDERATIONS	All sustainability implications have been taken into consideration in the development of this agreement. The ProQuest McGill Comprehensive (McGill Select) subscriptions are delivered in electronic form to any device and can be accessed by authorized McGill users from anywhere in the world. No physical storage is required, which has a positive environmental impact.
IMPACT OF DECISION AND NEXT STEPS	Following the approval of the agreement by the Board of Governors, Procurement Services will immediately proceed to the execution of the agreement by the Provost and Vice-Principal (Academic).
MOTION OR RESOLUTION FOR APPROVAL	<i>Be it resolved that the Board of Governors, on the recommendation of the Provost and Vice-Principal (Academic), approve the ProQuest McGill Comprehensive (McGill Select) Subscription Agreement between The Royal Institution for the Advancement of Learning/McGill University and ProQuest LLC , at a value of \$3,898,954 USD before taxes, and authorize the Provost and Vice-Principal (Academic) to sign the Agreement and any accessory documents, provided that where necessary, they are reviewed by Legal Services.</i>
APPENDICES	The Subscription Agreement is available upon request.
