

Contract Negotiation

March 15, 2018 – RAILS - Michelle Y. Roubal



The Purpose of Negotiation



- **Get what you want**
- **Receive a fair deal**
- **Save money**
- **Win/win outcome**

Planning & Information Gathering

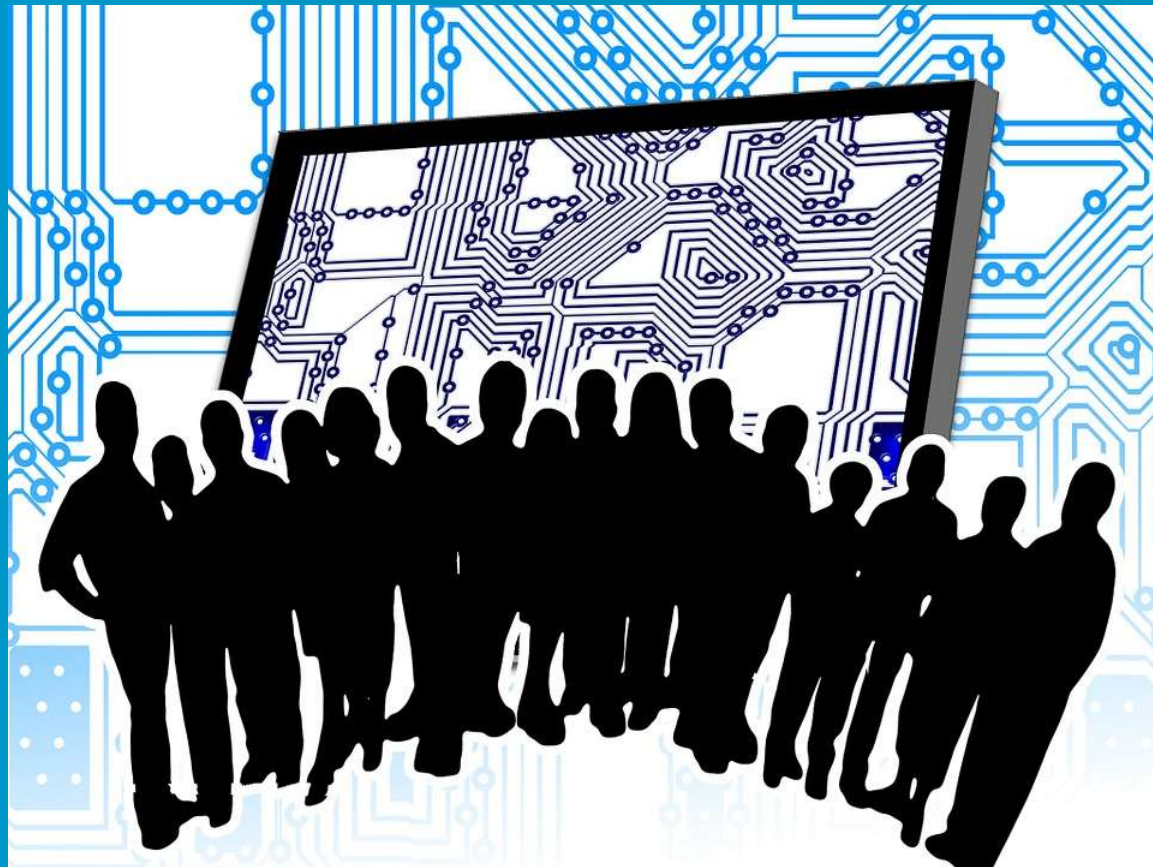




RESEARCH

- **What do we want?**
- **What else can do this?**
- **What are others getting?**
- **Where can we find savings?**

Trials and Assessments



Steps



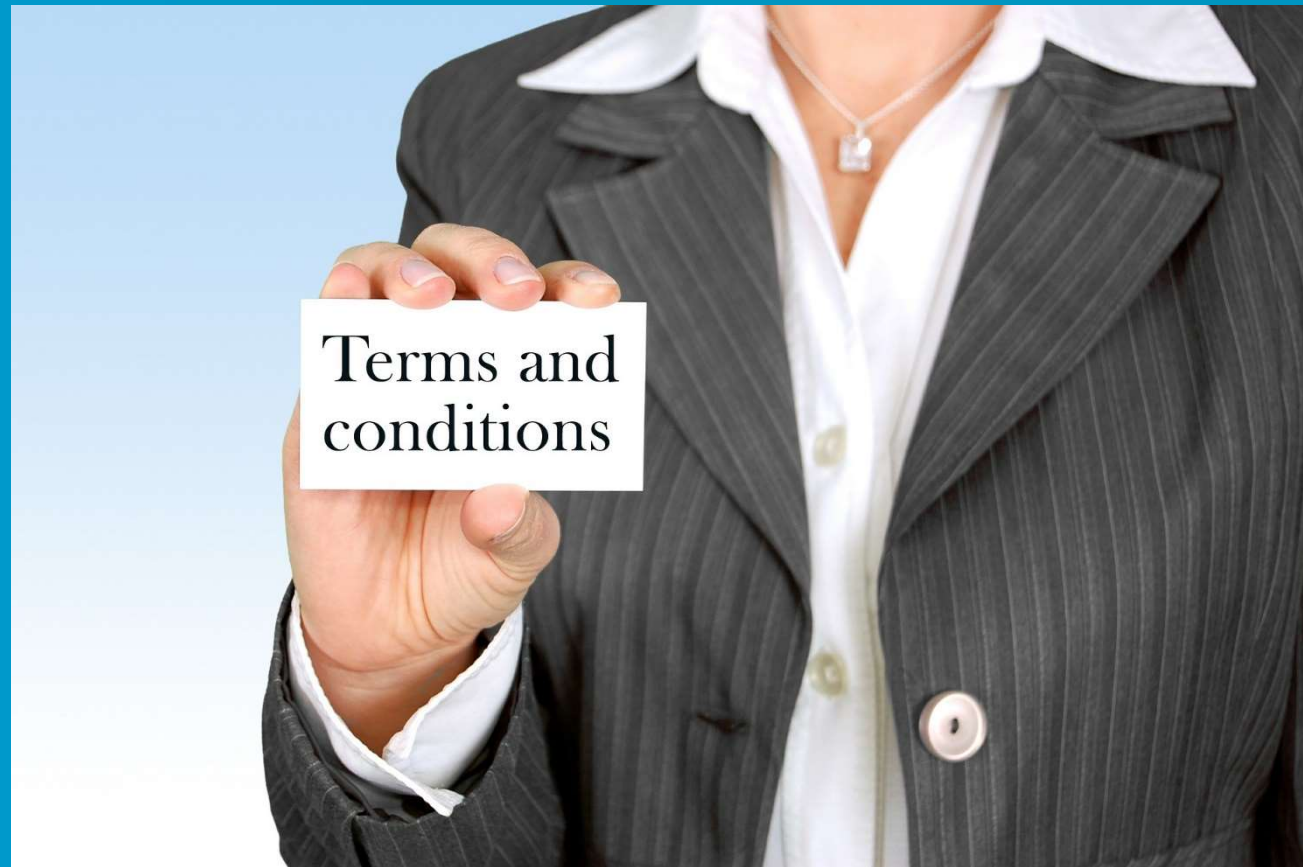
- Timeline
- Group
- Criteria
- Analysis

Criteria



- Interest
- UX
- Cost
- Access
- Duplication
- Relevance

Creating a Proposal





- Unless an RFP, these are internal
- Use your planning data to focus you
- Use trial data collected to guide you
- Spell out key demands

Meeting with Vendors





Tips to Improve Relationships

- Speak to them quarterly
- Respond to their emails monthly
- Visit them at conference exhibit halls
- Expect turnover
- Be honest
- Make clear demands

Negotiating the Deal



Use Your Power

- **Duration of Contract**
- **Nature of Training**
- **Number of Modules**
- **Auto-generated Statistics**
- **Amend Licenses**
- **Walk Away**



Recommendations

- Harmonize
- Mid-year or Third Quarter renewal
- Multi-year deal
- Start prepping for next round as soon as the contracts are signed
- Appoint one lead negotiator
- Try-It! Illinois

<http://www.finditillinois.org/tryit/>

Questions



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