



## MDK12 Digital Library – Process for Adding New and Continuing Digital Content for 2018-19 SY List

Step	Task	Person(s) Responsible	Timeline
1	Identify new digital content for consideration	Steering Committee	By August 28, 2018
2	Vendor Presentations and trials – Vendor Day (New vendors, new products existing vendors)	Evaluation and Selection Committee Vendor Day Committee	November 1, 2018
3	Set trials for new content Gather feedback from local school system users on feedback rubric based on trials	Evaluation and Selection Committee	November 2018
4	Identify digital content to be pursued for pricing based on feedback – existing and adding new	Steering Committee	December/January 2018
5	Issue Continuance/RFQ	Steering Committee Procurement Officer – Montgomery County	January 2019
6	Evaluate responses from Vendors	Evaluation and Selection Committee	Mid-February 2019
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 2019

Revised 11 October 2018