

**RFP 04-02-10**  
**REQUEST FOR PROPOSAL**  
**Title: Subscription Services for Serials**  
**SouthWest Information Network Group, Inc. (SWING)**

**ATTACHMENT C**

**PRICING FOR OFFER CONSIDERATION**  
**Discounts and Service Charges**

Offerors shall return a completed copy of this attachment with their proposals. Specify pricing by type of library (academic, public, school, or special).

SWING desires an attractive, predictable pricing structure and, at the same time, a high level of service. Accordingly, SWING seeks to select one or more primary contractors as well as one or more secondary contractors.

The offeror agrees to provide serial subscriptions in compliance with the specifications and the terms and conditions of the Request for Proposals at the discount quoted below:

\_\_\_\_\_ 0% \_\_\_\_\_ Discount from Publisher's List Price

The offeror may quote discount rates by type of library if these vary:

\_\_\_\_\_ Discount for Academic Libraries

\_\_\_\_\_ Discount for Public Libraries

\_\_\_\_\_ Discount for School Libraries

\_\_\_\_\_ Discount for Special Libraries

The discount percentage quoted must be off the current price list furnished by publishers and/or as determined from standard sources.

The written statement of the offeror's proposed discount structure must be firm for the entire period of the contract.

## **Harrassowitz prices and service charges**

### **Pricing and service charges for periodical subscriptions**

Harrassowitz charges publishers' announced prices. These appear in OttoSerials, Harrassowitz's online management system for periodicals and standing orders, and on printed and electronic invoices.

Service Charges are assessed individually and depend on the library's total list of subscriptions. The individual service charge for a given library is defined by the following factors:

For full-rate print-only subscriptions, print-plus-online subscriptions, and online-only subscriptions with standard pricing:

- a. Where the publisher provides Harrassowitz with an insufficient agency discount, Harrassowitz will generate a service charge to achieve the effect of a moderate agency discount. The adjustment is capped at \$400 per subscription.
- b. The standard service charge is 3.85%, applied after the above service charge adjustment, if any.
- c. Harrassowitz offers 0% service charge on publications from a select list of European STM publishers. The service charge adjustment (a, above) is still applied to subscriptions where the publisher offers an insufficient agency discount.
- d. In addition, Harrassowitz offers 0% service charge on titles of any European publishers and publishers with both European and North American offices,
  - For academic libraries, when annual billings for these titles exceed \$1 million
  - For medical libraries, when annual billings for these titles exceed \$250,000.

The service charge adjustment (a. above) is applied.

The following exceptions to this pricing model apply:

- For deep-discounted print titles, where Harrassowitz does not handle the online subscription, the service charge adjustment (a. above) and the basic service charge (b, above) apply, but there is no service charge waiver for European STM publishers (c. above), nor for large-volume customers (d. above).
- For online-only subscriptions, where the library has negotiated a price with the publisher, the service charge is negotiated individually.

Harrassowitz can also supply invoices (one-line or title-by-title) for electronic journals which the library has ordered directly from the publisher. Please request a service charge quote for this service.

### **Prices and service charges for standing orders**

Continuations and standing order materials published by German, Swiss, and Austrian trade publishers are other major European publishers are supplied to the library at the publisher's announced price. Prices for non-trade publications and for titles published outside of Germany, Switzerland, or Austria may be adjusted to cover the costs of obtaining the material and whether or not the supplier will grant an agency discount.

**Prepayment Credit Plan**

Harrassowitz offers a credit to libraries who submit a prepayment. The amount of credit depends on the size of the prepayment and the date on which it is received. The prepayment may be applied to both periodical subscriptions and standing orders.

**Prepayment credit terms for 2005**

Date payment received by Harrassowitz	Prepayments of less than \$100,000	Prepayments of \$100,000 or greater
Prior to June 1, 2004	2.0%	3.0%
June 1 – June 30, 2004	1.5%	2.5%
July 1 – July 31, 2004	1.0%	2.0%
August 1 – August 31, 2004	0.5%	1.5%
September 1 – September 30, 2004	--	1.0%

Harrassowitz can supply the library with an estimate of subscription costs for the following year’s subscription and provide a one-line invoice for this amount. Upon receipt of payment of the one-line invoice, Harrassowitz will establish a deposit account and will add to it the appropriate extension of credit. Subsequently, subscription invoice amounts are deducted from the account, while title-by-title invoices are supplied to the library for its records.

Prepayments may be made for all or for a portion of the projected expenditures.

Any balance in the library’s favor at the end of the fiscal year is transferred to the following year’s early payment account at the top percentage of credit, or it may be refunded if requested by the library.

Statements of account are furnished with each subscription billing and once a month for standing order billings.