Digital archival collections group purchasing scheme (DAC GPS)

Buyers guide 2021-2022

About Jisc

Our vision is for the UK to be the most digitally advanced higher education, further education and research nation in the world. We provide UK universities and colleges with shared digital infrastructure and services, such as the superfast Janet Network. We help the sector save time and money by negotiating sector-wide deals with IT vendors and commercial publishers. We offer expert and trusted advice on digital technology for education and research, built from over 30 years’ experience.

We know that digital technology has the ability to transform the student experience. We have the experience, expertise and know-how to drive that transformation. Find out more about who we are and what we do.

About the procurement frameworks behind the DAC GPS

There are two frameworks in existence for this scheme (one awarded in 2018 and a second one awarded in 2020). The second framework was created to increase the number of publishers and offerings to members, whilst maintaining compliance to procurement regulations. Both frameworks act as vehicles allowing institutions access to static digital archival collections under a group purchasing scheme. Framework is the term used to describe the resulting agreement between Jisc Services Ltd (JSL) and the publishers to provide this service to the Jisc community. These frameworks will be managed internally by Jisc Collections, a department within JSL. Jisc Collections will be referred to as the administrators of the framework.

The initial framework was awarded in 2018 for a period of two years, with an option to extend by 2 further 1-year periods, ultimately expiring 2022. The second framework was awarded in 2020 for 1-year with a 1-year extension
option to expire in 2022 also. Both frameworks were awarded compliantly by following the EU ‘open’ procurement procedure. There is no requirement for institutions to carry out any further ‘procurement’ exercises before purchasing content under this framework. The evaluation criteria and procurement documents used for both frameworks can be made available on request from procurement@jisc.ac.uk.

**DAC GPS features overview**

The digital archival collections (DAC) group purchasing scheme (GPS) is designed to leverage the collective purchasing power of institutions and is based on the principle ‘the more products are bought, the lower the price’. That is, the more products are bought per publisher by any institution over the course of an academic year, the lower the price for those participating based on pre-set discount triggers.

Publishers can each offer a selection of up to 20 products relevant to supporting learning, teaching and research in UK Higher Education Institutions (HEIs), and optionally to UK Alternative HE providers, as defined in Jisc Banding. All products must be offered to institutions as a one-off perpetual purchase including platform/access fees. There must be no additional recurrent platform charges or access fees levied on institutions who have purchased digital archival collections under the GPS once the initial purchase has been made.

Publishers have the discretion to decide which, and how many products to offer as part of the GPS. At the conclusion of each yearly cycle publishers may increase, decrease, or change the products they offer for the next year provided they do not exceed the maximum 20 products.

Publishers additionally have the option to bundle together the individual products they offer; however, this is not a requirement of the GPS. No more than 3 bundles with a maximum of 3 products (per bundle) will be allowed per year. The products within each bundle will count as individual sales, as opposed to the bundle being a single sale, thus increasing the overall discount to all members who participate in the scheme.

Digital archival collections can comprise of many forms of digitised materials including, but not limited to texts, manuscripts, illustrations, photographs, maps, pamphlets, diaries, correspondence, ephemera, cartoons, and audio-visual materials. Digital archival collections are predominately focused on the arts, humanities, and social science studies. Time span from incunabula (pre-1501) to the present. All products offered on the GPS must be static, fixed digital archival collections. Products that are updated yearly, or are rolling-wall products, are NOT eligible to be included in the GPS.

**Guidance for buyers of products**

Each publisher on the GPS will have a catalogue page on License Subscriptions Manager (LSM) that will be updated yearly. The catalogue page provides descriptions of all products on offer by the publisher. The full offer documentation and pricing are available once members login to License Subscriptions Manager using secure authentication. The price displayed in "Product pricing: Product content options and pricing" represents the initial discount off the Jisc banded list price and is the maximum price members would pay (excluding VAT, where applicable). The final price may decrease based on sales of the publisher’s products. Discounts are calculated publisher by publisher – and not across all the products offered on the group purchasing scheme.

**Guidance for buyers of products – ordering and invoicing**

ALL products on the GPS MUST be ordered via the LSM for publishers to provide access to a product(s).

Once an institution has placed an order through the LSM catalogue page, the Publisher receives a notification. The Publisher will proceed with setting up access using the access details stored in the institutions account and contact the institution with access URLs, confirming this has been set up.

The preferred method of billing with be through Jisc who will defer invoicing institutions until the end of July of each academic year when the final percentage discount is known to avoid the potential need to issue credit notes. Jisc recognise not all institutions will be in the position to defer payment until the end of the yearly cycle (July 31). Institutions may therefore request an invoice at point of order. Should the price of the product decrease between point of early invoice and the end of yearly cycle, Jisc will issue a credit note to the institution on behalf of the publisher. Jisc invoicing will be subject to a Transaction Management Charge (TMC).
Prior to the start of each yearly cycle of the GPS, publishers may indicate in their product offer documentation if they wish to invoice members directly, rather than through Jisc. Publishers wishing to invoice themselves must commit to following the business rules as stated above.

- Provide access to products at point of order on LSM
- As a default, defer invoicing institutions until the end of the yearly cycle (July 31) when the final % discount is calculated
- Invoice at point of order only if institution(s) specifically request an early invoice
- Issue a credit note to institution(s) should the price of the product(s) decrease between point of early invoice and the end of the yearly cycle

Please contact the Jisc Collections help desk for more information.

**VAT**

VAT on products will be charged at either zero-rate or 20% depending on the tax status of that collection. In line with HMRC regulations. The Jisc Transaction Management Charge (TMC) will be charged at the standard 20% VAT.
How do the frameworks operate?

Both frameworks operate with each publisher having an equal ranking unlike other framework agreements where the awarded suppliers are ranked in ascending order based on the quality of their offering. In addition, there is no requirement for mini competitions to be carried out by subscribing institutions.

Each publisher on the frameworks will have the same opportunity to promote its respective content to generate interest and sales.

During the life of the respective frameworks the selection of the most capable publisher will be solely on the merit of its content and the relevancy to each respective institution. It is acknowledged that factors such as cost, and budget constraints will form part of the decision-making process carried out by institutions before making a purchase.

Under the terms of the frameworks, the GPS will be offered to the Higher Education sector (and optionally to Alternative HE providers) around November of each year and run through to the end of July in the following year. Prior to November the product pages on the Licence subscriptions manager website are updated with the subscriptions relevant to the proceeding period. A July end-date exists, to afford institutions time to build business cases around acquiring digital archival collections as well as taking advantage of any year-end spend that may be available in institutions.

Key relationships/ activities:

- The framework agreement is managed via a contract between Jisc Services Ltd (Jisc Collections) and the Publisher.
- An agreement will exist between the Publisher and the Institution to provide this service.
- Jisc Collections will handle invoicing for all products designated as ‘Sublicense’ as specified in the licence. Publishers will handle invoicing for all products designated as ‘Direct’ in the licence. Publishers have the discretion to decide which, and how many products to offer as part of the GPS up to a maximum of 20 products per annual cycle and will have the discretion to change this offering at each annual review.

All publishers (irrespective of which framework they sit on) have provided pricing for the 2021-2022 period in the format of the Jisc banding structure for each product on offer on which discounts will be applied based on set percentage (%) discount triggers. Following consultation with publishers and based on the performance of the previous year’s products, Jisc Collections will set the % triggers for the products offered on a year-by-year basis throughout the length of the framework agreement (4 years). At the start of each yearly group purchasing cycle, discount levels will reset to cover the products offered in that academic year following Jisc Collections review of the % trigger points. For 2021-2022 the initial % discount is 20%.

Publishers additionally have the option to bundle together the individual products they offer; however, this is not a requirement of the GPS, and products within each bundle will count as individual sales, as opposed to the bundle being a single sale.

The first sale of any of the products offered by a publisher participating in the GPS will trigger the initial % discount and then increase in 5% increments based on the volume of products sold by that publisher (e.g., 1-4 products sold = 20% discount of list price; 5-9 products sold = 25% discount on list price and so on). The following table is an example of how this could be applied in practice.
Publishers have been given the discretion to decide how many product sales will trigger each 5% discount increment (e.g., how many product sales qualify for the initial % discount, how many product sales falls into the subsequent % trigger bracket, etc.). No additional/separately negotiated discounts (other than product sales triggering the higher discount thresholds) on the submitted price is allowable for products included in the GPS. The final percentage discount on the list price for all products purchased by institutions throughout the academic year will be calculated just before the end of each financial year (July).

All prices are shown exclusive of VAT. Products will be charged at either zero-rate or 20% depending on the tax status of that collection. In line with HMRC regulations

The Digital Archival Collections Group Purchasing scheme [service page](#) provides more information on the publishers and products offered in 2021-2022.

## Are there terms and conditions that must be used?

All products purchased by institutions will be contracted using a Jisc Model Licence as opposed to individual publishers’ licenses.

Publishers have either accepted unconditionally the terms of Jisc Services Ltd.’s license agreement, provided acceptable amendments to the Jisc Collections terms, or submitted their own license agreements. More information on this is made available on the Jisc Collections catalogue pages. Jisc Collections only accept Publishers amendments to the Jisc Collections agreement and Publishers’ own terms if they were ACCEPTABLE to Jisc Collections.