**CARLI I-Share Next Task Force**

April 22, 2014

The CARLI I-Share Next Task Force will coordinate the effort and advise the CARLI staff, CARLI Board of directors, and CARLI membership on all matters related to the selection of the next generation of I-Share, i.e., a shared library management system that will ultimately replace Voyager for CARLI’s I-Share participant institutions. The group will coordinate all planning, analysis, specification compilation, Request for Proposal (RFP) preparation and proposal review, will identify the finalist options, and ultimately will recommend a final preferred solution to the CARLI Board.

The focus of the ISN Task Force’s review and analysis will include system functionality, consortial suitability and scalability, system architecture, vendor viability and support factors, operating environment and requirements, and cost of acquiring and maintaining the product. It is expected that this review will cover both commercial and open source solutions.

Task Force members will be appointed for a 3-year term that is expected to run from July 2014 through June 2017.

The Task Force will meet at least once a month, and with increasing frequency and multi-day meetings during the review and evaluation of bids. Most meetings will be held in person, in Champaign. Additionally, Task Force members must be willing and able to commit a substantial amount of time outside of meetings for preparing specifications and reviewing bids. CARLI will be able to provide some support for travel expenses, but applicants must provide, along with their application to serve on the Task Force, a statement of support for their application from their library administration.

In addition the work on the I-Share Next Task Force itself, members of the I-Share Next Task Force will also be asked to chair or serve on project Teams (subcommittees) that will focus on specific functional areas, system configuration, or product assessment.

This project will be subject to the Illinois higher education public procurement policies. Task Force members and anyone reviewing bids must sign the University of Illinois' Confidentiality and No Conflict of Interest Form. Once the RFP is released, Task Force Members will not be allowed to discuss the process with anyone who has not signed a confidentiality agreement for this project. That is, you may not disclose or discuss any product information provided by the bidders, any information about the evaluation criteria and ranking, the names of the finalist or rejected bidders, or any other information about the project that is deemed confidential. Any violation of the confidentiality policy can result in a vendor being disqualified under Illinois state procurement policies, or even the entire RFP being voided.

To apply to serve on the I-Share Next Task Force, please provide detailed responses to all of the following questions by May 23, 2014. Notifications of appointments will be sent about June 13, and appointments will begin July 1, 2014.

**CARLI I-Share Next Task Force Application Form**

**Applicant Information**

Name:

Email address:

Institution:

Position:

Work phone number:

Direct supervisor’s name:

Supervisor’s email address:

**Application Questions**

To assist in the review of applications, please include the numbered questions below along with your responses.

1. Please list the libraries where you have been employed, the positions you have held, and the years you worked in each position. You may provide a list, or attach a current resume as your response.
2. Please describe your primary areas of library expertise.
3. Please describe your areas of IT expertise.
4. Which integrated library systems have you used during your career?
5. How do you use I-Share (Voyager) in your current job?
6. Have you participated in an ILS selection, implementation or migration process? If yes, briefly describe the project (when, which institution, which systems) and your role in in the project.
7. Have you participated in a Request for Proposal (RFP) process? If yes, briefly describe the project and your role in it.
8. Describe any experience you have in planning and/or managing large projects.
9. The I-Share Next Task Force will be comprised of approximately 12 individuals. If you were selecting the task force members, what mix of expertise, representation, experience and personalities would you think would create the most effective project team for this complex undertaking?
10. Why do you want to serve on the I-Share Next Task Force?
11. What special skills and/or expertise would you bring to the I-Share Next Task Force?
12. How do you think your library will benefit from a “next generation” library management system?
13. How do you think the consortium will benefit from a “next generation” library management system?
14. Are you willing and able to make the time and travel commitments described in the introduction?
15. Once an RFP is released for I-Share Next, strict confidentiality policies will apply until a final decision has been made and approved. What do you think would be the biggest challenges in maintaining this type of confidentiality? How would you respond to those challenges and any requests for project updates that you might receive from colleagues?
16. Please attach a letter of support from your library director for your application to serve on the I-Share Next Task Force, acknowledging the significant commitment of time this project will require and the project’s confidentiality requirements.

**Please return all documents to CARLI, by sending them attached to an email to support@carli.illinois.edu by 5pm CT, Friday, May 23, 2014**