



## Library & Technology Selection Process

Formed under the Code of Iowa as a 28E entity and an initiative of Iowa's Area Education Agencies, the goal of AEA Purchasing is to combine the purchasing power of Iowa school districts to offer aggressive statewide pricing on materials, goods and services. Participation in any of AEA Purchasing's programs is without cost to Iowa's schools and other eligible clients. Complete information regarding the AEA Purchasing can be found at [www.aepurchasing.org](http://www.aepurchasing.org).

Contracted vendors are generally solicited through a formal RFP or IFB process. AEA Purchasing facilitates the purchasing side of the selection process. Most AEA Purchasing offerings are initiated as recommendations by schools, curriculum committees and/or committees established specifically to review a product area. To learn more about open bid opportunities through AEA Purchasing, interested parties can find this information on our website (see "Current Bids" section).

Library and technology are two of the most challenging areas in regard to product selection and endorsement. As such, AEA Purchasing is extremely cautious in its selection process, particularly if the product has not been competitively bid. AEA Purchasing staff facilitates only the purchasing of curriculum products. Because staff does not have the curriculum background or expertise to select which products to offer to schools, the preferred reason for endorsement by AEA Purchasing is "**proactive leadership by state curriculum committees.**" This means a preference is given to those products selected, requested or vetted by individuals familiar with state curriculum requirements.

## Product Request Instructions

If you have a product that you'd like AEA Purchasing to consider for statewide pricing, please provide the information below to [laurie@aeapurchasing.org](mailto:laurie@aeapurchasing.org). On the following page is an outline of the evaluation criteria used when requests are submitted.

### Provide the following information.

1. Name:
2. Contact info: (phone, email, mailing address, fax)
3. Product:
4. Description:
5. Grade Level/Audience:
6. Curriculum Area:
7. Why would Iowa schools want to consider purchase of this product?
8. Provide scientifically based research on effectiveness of product.
9. If product is web-based, provide URL and user name/password.
10. Provide references from current users, if any.
11. Provide product reviews and recognitions from noted sources.
12. How is the product different than any competitors?
13. Are specific operating systems required to implement?

## Criteria for Library & Technology Products/Services for Statewide Purchase

### Product or services must meet the following criteria:

- **Supports school curriculum and/or technology needs**
- **Demand as determined by one or more of the following:**
  - Successful pilot
  - Current purchasing data
  - School purchasing commitments
  - Sales potential
  - Success in other AEAs, states, purchasing consortiums, etc.
  - **Proactive leadership by state curriculum committees**
  - Uniqueness
  - Broad-based statewide appeal
  - (Preference given to teacher, school, library and/or AEA initiated purchases.)
- **Positive reviews and recognition by one or more of the following:**
  - AEA Curriculum Consultants
  - LEA(s)
  - Specific group(s) formed to evaluate products
  - Professional Product Review
  - Positive reputation and stability of the company
- **Aggressive Discounts**
  - Substantial savings over actual academic pricing
  - Money saved is worth the time expended
- **Value added services**
  - Evaluation software and/or trials
  - Training
  - Promotional materials and support
  - Detailed statistics
- **Responsive customer service**