

December 14, 2022

[REDACTED]  
VSB-TUO – Technical University of Ostrava Central Library  
17. listopadu 15/2172  
Czech Republic  
E: lenka.votypkova@vsb.cz

Dear [REDACTED]

**RE: Written invitation to negotiate in a negotiating procedure without publication and tender documents - Dated November 29 2021**

Thank you for your interest in a subscription to Overleaf's institutional solution, *Overleaf Commons*. Overleaf is pleased to present this proposal to VSB – Technical University of Ostrava detailing our innovative online LaTeX and Rich Text writing, collaboration, teaching and publishing tool for authors and institutions, which includes:

- *Overleaf Commons*: an Overleaf subscription service for Institutions to provide Overleaf Professional accounts to their students, faculty and staff. This service provides streamlined, branded enrollment, a customizable resource center, user training and analytics/metrics.

This document contains a brief summary of *Overleaf Commons* for institutions, the benefits to VSB – Technical University of Ostrava students, faculty and staff, and pricing information.

By investing in Overleaf, VSB – Technical University of Ostrava will:

- **Allow all students, faculty and staff** to benefit from our online, collaborative scientific writing and publishing platforms with real-time preview.
- **Provide students** (<https://www.overleaf.com/benefits>) with easy to use platforms where they can share and collaborate on assignments, research, and documents and quickly see LaTeX errors as they occur, helping the learning process
- **Provide faculty** with the Overleaf LaTeX solution that they can use for interactive demonstrations during class and templated assignments for their students, which can be opened and edited securely online.
- **Ensure student authors follow the correct format and guidelines** by using your university's LaTeX thesis & dissertation templates.
- **Provide librarians and administrators** access to an administrative dashboard (screen shots below) with Overleaf metrics and analytics data to track platform use, number of users, projects and submissions.
- **Provide all users** with a **custom VSB – Technical University of Ostrava portal** on Overleaf that includes easy sign up, helpful templates, resources and links – examples of customized Overleaf institutional portals can be seen here:  
[www.overleaf.com/edu/stanford](http://www.overleaf.com/edu/stanford), [www.overleaf.com/edu/caltech](http://www.overleaf.com/edu/caltech), [www.overleaf.com/edu/purdue](http://www.overleaf.com/edu/purdue)

Once you've had the opportunity to read through this proposal, and share it with your collaborating colleagues, we look forward to hearing back from you. We are on-hand should you have any questions or require further information.

Sincerely yours on behalf of the Overleaf Team,

[REDACTED]  
Senior Institutional Sales Manager  
[REDACTED]

# Overleaf Commons Proposal for VSB – Technical University of Ostrava

Science and research is a global enterprise, and over two million scientific papers are written every year in collaborations that span the globe. The Overleaf platform brings state-of-the-art, cloud-based collaborative authoring technology to institutions and the world of science. Our solutions are designed to make the whole process of writing, collaborating, teaching and publishing scientific documents in LaTeX much quicker and easier for all parties involved.

Overleaf provides institutions with a scientific technology platform that students, faculty and staff can use in their scientific research endeavors.

- **Faculty.** It provides faculty with a platform that offers an easier way to introduce students to LaTeX, an efficient way to assign, distribute and collect student assignments, and an innovative solution for conducting interactive demonstrations.
- **Students.** It makes collaborating with teachers and colleagues easier and simplifies the process of writing and publishing scientific documents.

Overleaf accelerates the scientific documentation and publishing process by keeping the paper in a single central place through its entire lifecycle, stored securely in the cloud, so students, faculty and staff can each write, review, collaborate or comment on a document when it is their turn, using only a web browser.

For our **institutional partners**, this means that they are proactively supporting their students, faculty, and staff by providing an innovative, collaborative, state-of-the-art solution to help them succeed.

## Overleaf is:

- **User-friendly.** Overleaf offers a user-friendly interface that automatically typesets the paper in real-time in the browser. Founded in 2012, and serving a community of over 8 million users from 180 countries worldwide, Overleaf authors have created in excess of 70 million documents using the Overleaf platforms.
- **Effective.** Projects are compiled automatically, with the source and output visible side-by-side. With real-time preview and error handling, Overleaf helps authors catch errors early, to create a smooth writing and submission process.
- **Efficient.** With the Overleaf online platform, you can say goodbye to long email chains, tedious reformatting and slow, costly manual conversions between storage formats.
- **Innovative.** Overleaf projects can be edited offline and kept in sync through our integration of Git version control.
- **Secure.** With Overleaf, industry-standard data security and persistence are provided and data are backed up continuously.

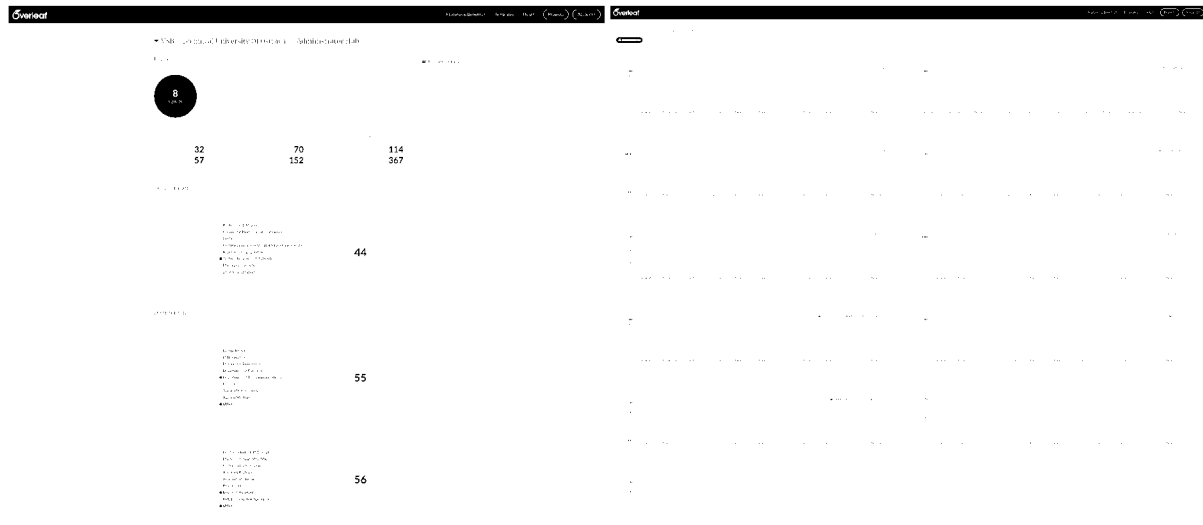
The founders of Overleaf, John Hammersley and John Lees-Miller, are mathematicians who worked together on the pioneering Ultra PRT Project <http://www.ultraglobalprt.com/> and were inspired by their own experiences in academia to create a better solution for collaborative scientific writing. While working on this collaborative project, John and John realized just how much time and energy were being spent on not only writing and reviewing papers but also on tracking the vast amount of administrative paperwork and tasks associated with publishing. Passionate about science and making a difference in the world, John and John set out to find a way to help save time on these tasks with the goal of making the whole process of academic collaboration easier and more effective. Shortly thereafter, Overleaf was conceived!

## Description of Overleaf Institutional Solution - *Overleaf Commons*

*Overleaf Commons* is an Overleaf subscription service for Institutions to provide Overleaf Professional accounts to their students, faculty and staff. This service provides streamlined, branded enrollment, a customizable resource center, member training and administrative analytics/metrics.

### **Overleaf Commons includes:**

- **Overleaf Professional accounts** - for students, faculty and staff (not on free accounts):
  - unlimited number of invited collaborators (& link sharing)
  - full project history view – to see all changes made for the life of the project, with ability to revert to any past changes
  - real-time track changes
  - advanced reference search
  - reference manager sync
  - Dropbox integration (2-way sync)
  - GitHub integration (2-way sync)
  - priority support
  - (see <https://v2.overleaf.com/user/subscription/plans> for more detail)
- **Streamlined Overleaf enrollment** – we will provide a branded *Overleaf Commons/VSB – Technical University of Ostrava* landing page & portal where students, faculty and staff can easily register for their Overleaf Professional accounts.
- **Single Sign On Option** - VSB – Technical University of Ostrava will be able to request SSO integration to offer VSB – Technical University of Ostrava users the ability to register and log in using their institutional credentials without the need to maintain separate credentials for Overleaf. Alternatively, should VSB – Technical University of Ostrava choose not to implement SSO, Overleaf will require all VSB – Technical University of Ostrava Overleaf Institutional Account users to confirm an email address from a list of domains (for which we will ask VSB – Technical University of Ostrava during the onboarding process).
- **A customized Overleaf resource portal** – featuring the VSB – Technical University of Ostrava thesis/dissertation templates, FAQs and Help resources (example portals: [www.overleaf.com/edu/stanford](http://www.overleaf.com/edu/stanford), [www.overleaf.com/edu/purdue](http://www.overleaf.com/edu/purdue)).
- **Overleaf training videos and webinars** – to ensure VSB – Technical University of Ostrava users are trained and ready to use Overleaf templates and resources.
- **Support** – We'll help you get everything set up and then we have a support team/help desk available to answer questions from students, faculty and staff about the platform, templates or LaTeX itself!
- **Overleaf metrics and analytics** – we provide an Overleaf administrative dashboard with metrics and analytics on platform use, users, projects, internal/external collaborations and submissions. (see example below)



The Commons Admin Hub (left) an overview of recent usage, with links to more detailed metrics (right).

## Overleaf Features and Benefits

- **Secure project access control:** only users authorized by the project owner can access the project.
- **Effective collaboration:** the project owner can add and remove users at any time. Authorized users can collaborate in real time.
- **Secure storage and backup:** industry-standard data security and persistence are provided. Data are backed up continuously with weekly off-site backups.
- **Version history:** full history of changes recorded for every project. History includes details of which user made the changes.
- **University templates:** your template files are uploaded to Overleaf, and new projects can be created from your templates with a single click.
- **Real-time preview and error handling:** projects are compiled automatically, with the source and output visible side-by-side.
- **Real-time chat box within editing window** chat with collaborators while editing.
- **Real-time track changes** with visible collaborator cursor(s).
- **Analytics dashboard:** monitor usage, publications and key statistics by user, department and faculty through your account admin console.

## Overleaf Collaborates with Institutions to Facilitate User Surveys

### Example User Survey Results from Stanford University:

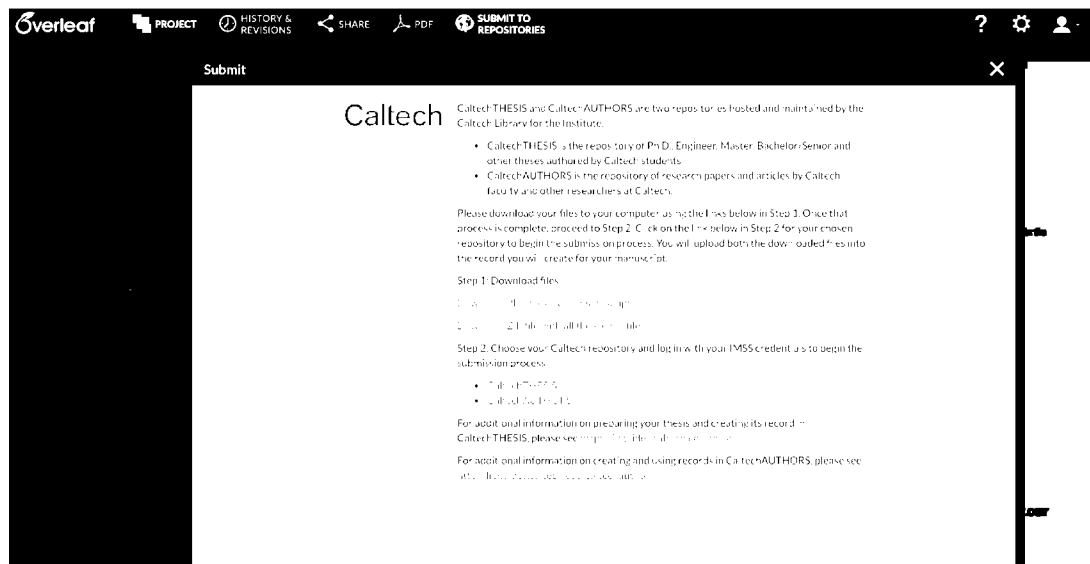
We would like to share with you a sample of the responses we gathered during the Overleaf user survey conducted in collaboration with Stanford University:

- 75% of respondents are using Overleaf for collaboration
- 93% of respondents rated "What do you think of the Stanford Libraries free Overleaf Pro account?" 4 or 5 on a scale of 1 (I don't want it) to 5 (it's great, don't take it away).
- Descriptive comments in response to the question above also noted: "Overleaf takes away all the headache to let you focus on the more important stuff."

We'd be happy to facilitate a user survey at VSB – Technical University of Ostrava during the 1st year to gather data and feedback from your community.

### Optional Institutional Repository Link:

VSB – Technical University of Ostrava will have the option to set up templates within Overleaf, which can include a simplified submission link to the VSB – Technical University of Ostrava repository web portal. This simplified submission can be done via a link to the repository submission page – where authors will be provided instructions on the necessary steps, the files required for the repository, and a link to take them directly to the repository submission web portal. You can see a sample of this set up via the Caltech Thesis Template (screenshot below). LaTeX templates to be supplied by VSB – Technical University of Ostrava.



## Current Overleaf Usage at VSB – Technical University of Ostrava

Overleaf metrics show that VSB – Technical University of Ostrava has **304 confirmed Overleaf users** as of December 13.

Because some users sign up for an account with an email not associated with the university (e.g.: gmail, hotmail), it is estimated that VSB – Technical University of Ostrava may currently have approximately 912 users.

Of the 304 confirmed users, 55 completed the department field and 56 completed the role field upon signup. The graphs below show the distribution of this small sample of VSB – Technical University of Ostrava Overleaf users by department and role.

### Distribution

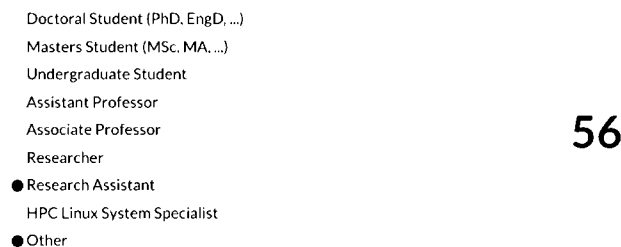
#### Departments

Number of users in different VSB – Technical University of Ostrava departments



#### Roles

Number of users in different VSB – Technical University of Ostrava roles



## Pricing & Terms

### A: Overleaf Commons:

		Year 1	Year 2	Year 3
<b>Overleaf Commons List Price</b>		€29,600	€29,600	€29,600
30 Day Signing Discount	-15%	-€4,440	-€4,440	-€4,440
3-yr Contract Discount	-10%	-€2,516	-€2,516	-€2,516
Year 1 Roll-out Discount	-20%	-€4,529	N/A	N/A
<b>Total</b>		<b>€18,115</b>	<b>€22,644</b>	<b>€22,644</b>
<b>€63,403 Total for 3 years</b>				

### B: Optional Institutional Repository Simplified Link:

		Year 1	Year 2	Year 3
<b>Institutional Repository Simplified Link</b>		€2,000	€2,000	€2,000
3-yr Contract Discount	-100%	-€2,000	-€2,000	-€2,000
<b>Total</b>		<b>€0</b>	<b>€0</b>	<b>€0</b>

All prices quoted in EURO. Please note, this price quote is valid for 30 days from the issue date on the cover sheet; and excludes any sales or value-added taxes. Any such taxes are the responsibility of the Customer. Billing is annual net 30 days.

### A: Overleaf Commons - Subscription Service

**Overleaf Commons** includes Professional accounts for all VSB – Technical University of Ostrava students, faculty and staff, as well as:

- Streamlined Enrollment on Overleaf
- VSB – Technical University of Ostrava Custom Portal on Overleaf
- Metrics & Analytics Portal on Overleaf
- Marketing/Survey to users for Overleaf
- User Support/Help Desk
- Optional SSO set up

### B: Optional Institutional Repository Simplified Submission Link

An optional simplified submission link from the VSB – Technical University of Ostrava LaTeX template on Overleaf to the VSB – Technical University of Ostrava institutional repository web portal. (template supplied by VSB – Technical University of Ostrava)

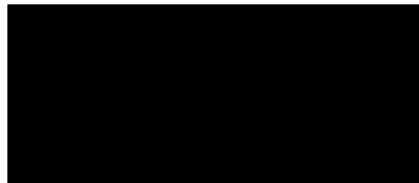
Ex: Caltech: <https://www.overleaf.com/latex/templates/caltech-thesis-latex-template-with-logo/kgwqvkbkwmx#.Wa7xN5N97y8>

## Order Form

To accept this proposal, please complete the table below by deleting the options you don't require, signing and returning by e-mail. Setup and payment instructions will follow our order acceptance, which will be sent by e-mail to the named contact(s) below. Use of the Products will be governed by the terms at: <https://www.overleaf.com/legal/terms/Overleaf-General-Terms-US-0820v3.pdf>, to the exclusion of all other terms and conditions, which you agree to by accepting this proposal. Please print a copy for future reference.

Customer Name	VSB – Technical University of Ostrava
Customer Address	VSB – Technical University of Ostrava Central Library, 17. listopadu 15/2172, Ostrava-Poruba, 708 00 Czech Republic
Tax status	Non-exempt
Customer Primary Contact(s)	[REDACTED]
Product	Overleaf Commons Overleaf Link (Optional Institutional Repository Link)
Product Add-Ons	Overleaf Commons Add-ons: <ul style="list-style-type: none"> <li>• Single Sign-On Integration</li> </ul>
Start Date	<del>To be confirmed</del> Last date of signature below
Initial Term	3 years
Number of End Users	Campus wide

Order placed:



.....  
on behalf of VSB – Technical University of Ostrava

Name: Prof. Mgr. Jana Kukutschová, Ph.D.  
Position: Vice-Rector for Science and Research  
Date:

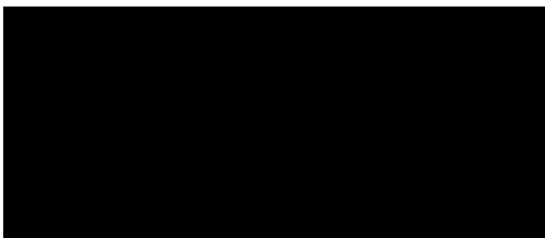
Order accepted:

DocuSigned by:



.....  
on behalf of Overleaf

Name: [REDACTED]  
Position: Co-founder and CEO  
Date: 05-Jan-2022





## **APPENDIX**

### **A: Overleaf Commons: Implementation and On-boarding**

Overleaf Commons setup up can usually be completed within 2-3 weeks of contract signing.

The on-boarding process will ask for additional information about how you want the dedicated VSB – Technical University of Ostrava portal set up. Following this, we will customize a landing-page with a custom URL and branded with your name / logo (“Custom Portal”) that will be included on our portal listing page, by which End Users will be able to access Overleaf Commons. We shall consult with you in respect of the design of the Custom Portal, but will have discretion over any final decision.

We will provide the Admin Users (as specified by you) with access to and use of an “Admin Hub” which can be used to manage the Professional Accounts and see metrics and analytics on usage of Overleaf Commons by the End Users.

We will provide the End Users with access to and use of our on-line support portal, currently available at <https://www.overleaf.com/contact>. Support requests made by your End Users through the portal will be automatically identified as being part of this Overleaf Commons subscription by our support software to be prioritised accordingly.

### **B: System Availability: Deadline of 01 January 2022**

The nature of the Overleaf On-boarding process is one that requires active input and dialogue between Overleaf and VSB – Technical University of Ostrava - eg. the provision of suitable images for the user portal as above, technical discussion regarding Single Sign On (SSO) implementation (if selected), etc.. Due to Public Holidays in December this deadline may not be feasible and we would welcome discussion on this regarding the penalties in Section 5 of your invitation.

### **C: Trial Access to Overleaf: Process**

As per the tender requirement for trial access, please provide the email addresses of 5 users who need access to Professional features of Overleaf. They will need to have already registered for a free account for Overleaf at [www.overleaf.com](http://www.overleaf.com) . We will then arrange for their free account to be upgraded to Overleaf Professional. Please note that it will not be possible to view or trial access to the dedicated VSB user portal or user metrics dashboards associated with Overleaf Commons until the on-boarding process has been completed.