Minutes

Digital Document Infrastructure and Records System Working Group Meeting
February 11, 2005 1 – 3:30 p.m. Butrovich Room 212B

The meeting was called to order at 1:00.

1. Roll Call:

Members Present:
Michael Earnest - UAF
Maggie Griscavage - GCS
Barbara Hegel - UAS
Ted Malone - UAA
Rory O'Neill – SW ITS
David Rohwer – SW ITS
Jerry Tibor - UAA
Rick Weems - UAA
Russell O'Hare - SW

Invited But Unable to Attend:
Raye Ann Robinson - SW FIN
Andrew Gray - OFC SPON PROG
Cathy Earp SW HR

Others in Attendance
John Hebard - SR CONT OFC
Bernard Chester - Consultant

2. Working group members discussed the RFP timeline. To meet this aggressive timeline will require an intense effort by members of the working group.

- RFP Development February 7 to March 2.
- Procurement March 3 to June 15.

3. John Hebard discussed the Pre-Proposal Conference that is scheduled for March 15 and members of the team. The members of the team are:

- John Hebard
- Chester Bernard
- Rory O'Neill
- Rick Weems
- Russell O'Hare

4. The working group discussed the technical evaluation process. John explained that he would first review all the proposals to determine eligibility then forward hard copies and if available electronic copies to all working group members. Working group members will have one week to review all proposals before the group comes together for the formal evaluation process. It was recommended that the group meet in one location for the formal the evaluation process. Russ will seek funding to bring members together in location for the evaluation process.

5. Working group members discussed the first draft of the Digital Document Infrastructure and Records System RFP. Members were requested to identify any additional requirements for the statement of work and to submit their revisions by Monday to Russ.

6. The next discussion centered on the upcoming two meeting dates.

Tuesday February 15, 2005 1 – 4 p.m.
Thursday February 17, 2005 9 – 12 a.m.

6. The meeting was closed at 3:30.

The minutes were provided by - Russ O'Hare
Project Manager

Tasks:

Working Group members provide input or revisions NLT 2/14/05.
Bernard and Russ will consolidate the input and revision for the RFP statement work.
John will incorporate the consolidated information into the RFP format.