Minutes

Digital Document Infrastructure and Records System Working Group Meeting
February 17, 2005 9 a.m. – 12:00 p.m. Butrovich Room 212B

The meeting was called to order at 9:00 a.m.

1. Roll Call: Members Present:

Michael Earnest – UAF	Jerry Tibor - UAA	Raye Ann Robinson - SW FIN
Maggie Griscavage - GCS	Ted Malone - UAA	Andrew Gray - OFC SPON PROG
Barbara Hegel - UAS	Rick Weems - UAA	David Rohwer – SW ITS
Rory O'Neill – SW ITS	Russ O'Hare – SW	

Others in Attendance

John Hebard - SR CONT OFC	Bernard Chester – Consultant

2. Members of the RFP Working Group reviewed Raye Ann's recommended revisions to the Purpose section. The members agreed that the changes suggested by Raye Ann and the numbers Rick provided improved the Purpose section and better described what UA wanted in a document system. In addition, the members approved the changes suggested by Raye Ann and Rick to the Scope and Implementation Objectives narratives.

3. Barbara and Michael discussed which documents from enrollment management were candidates for imaging. Imaged documents will include:

- Applications for admission
- High school transcripts
- College transcripts
- Letters of recommendation
- Test scores
- Statement of academic goals & objectives (for graduate applicants)
- Resumes (for graduate applicants)
- Miscellaneous forms & documentation for international applicants
- Residency applications and supporting documentation

After discussing, the forms to be imaged discussion centered on the basic business processes within the enrollment management offices.

4. Maggie provided information on the types and numbers of documents that are candidates for imaging the Grants and Contracts Functional Area. In addition, she discussed the number of capture stations and the basic business processes in her area.

5. Members discussed number of capture stations needed at each MAU for the enrollment management mission. Their initial recommends are UAA - 14, UAS - 6, and UAF – 13.

6. Rory provided an update on the wording to the Vista Plus section of the RFP and reiterated that Vista Plus was not going away any time soon.

7. John and Bernard discussed the Solution Description section of the RFP. They discussed which elements the offerors should cover in their responses. These included:

- System Elements
- System Configuration
- Use of Existing Resources
- Compatibility
    - A complete description of the hardware compatibility
    - Operating system and server hardware requirements
    - A complete description of the systems ability to integrate with SCT Banner and SCT Workflow

8. John discussed items that he felt the working group should include in the solicitation. His recommendations follow:

- "Estimated quantities" should describe the University's departments and usage. This will allow the offerors to make a determination of the scale of the project.
- The working group needs to identify which items on the rate response should be evaluated.
- UA should include request cost estimates for the core system, records management, document capture solution, and concurrent licenses.
- Based on the discussion from last meeting he felt the working group needed to remove the line item for workflow.
- UA should ask for a price for hardware and a price for additional concurrent licenses but not consider this as part of the price offer when making the evaluation.

Members of the group wanted to keep the workflow item on the list.

9. Working group members discussed the migration of current imaging files at UAA to the new system. This RFP will require the respondents to address how current imaging files are migrated and what costs if any are associated with the migration. The costs if any associated with migrating the UAA images will be addressed in another RFP.

10. Raye Ann presented her revisions to the first two sections of the requirements matrix. After group discussion, the members accepted Raye Ann’s revisions and recommended the rest of the requirements section be revised in Raye Ann’s suggested format.

11. John suggested that the group change its evaluation criteria from Mandatory or Optional system to one that would allow three categories Mandatory, Important, or Optional. The group tasked John with rewriting the instructions for the system functional requirements to include the three categories.

12. Rory and David discussed revisions to the specifications and scope of services portions of the RFP. Members agreed with their revisions.

13. David briefed the group on the backup system at UA. This was in reference to requirement 1.10 on system backup. The University uses EMC/Legato (http://www.legato.com/) NetWorker Power Edition, version 7.1.3, on Tru64 OS v5.1B for its backup.

14. Michael recommended that the requirement for the repository to store information for two years be changed to five years. The members agreed.

15. The next discussion centered on the upcoming meeting1 p.m. – 4 p.m. Wednesday February 23, 2005.

16. The meeting closed at 12:00.

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

Tasks:

Working Group members provide input or revisions NLT 2/21/05.
Bernard and Russ will consolidate the input and revision for the RFP statement work.
John will rewrite the instructions for the system functional requirements to include three categories mandatory, important, and optional.