Minutes

Digital Document Infrastructure and Records System Working Group Meeting
February 23, 2005 1 p.m. – 4:00 p.m. Butrovich Room 212B

The meeting was called to order at 1:00 p.m.

1. Roll Call:

Members Present:	Others in Attendance
Michael Earnest - UAF	John Hebard - SR CONT OFC
Maggie Griscavage - GCS	Bernard Chester - Consultant
Barbara Hegel - UAS	
Rick Weems - UAA	
Rory O'Neill – SW ITS	Unable to Attend
Andrew Gray – OFC SPON PROG	Raye Ann Robinson - SW FIN
David Rohwer – SW ITS	Ted Malone - UAA
Jerry Tibor - UAA	
Russell O'Hare - SW	

2. Members of the RFP Working Group discussed the revised draft RFP for a Digital Document Infrastructure and Records System. The discussion centered on the changes made to the document based on the input from February 17, 2005 meeting.

3. Rory discussed his revisions to the Centralized Architecture and Infrastructure section of the Statement of Work. The members accepted his revisions.

4. Russ discussed John's suggested changes to the wording in the Implementation summary. The members accepted the suggestions.

5. John briefed the working group members on the functional requirements evaluation categories. The functional requirements will be separated into three categories of mandatory, important, or optional. John provided the definitions for each category. Members agreed to expand the functional requirements evaluation categories from two to three.

6. The majority of the meeting involved the members assigning each of the over 200 functional requirement to one of the three categories.

7. During the course of the meeting, there were several minor changes recommended to narratives and some refinements to technical information were identified.

8. Rick proposed that the working group approve the RFP and leave the final changes to Russ and a subcommittee to complete. The reasons for Rick's proposal were that the working group members had assigned all of the functional requirements an evaluation category and they had accepted the wording of the statement of work. The working group members decided that Russ, Rory, David, John, and Bernard would form the sub committee to make the final changes and finish the technical information. Working group members accepted and approved Rick's proposal.

9. The meeting was closed at 4:00 p.m.

Minutes provided by - Russ O'Hare
Project Manager

Tasks:

John complete rate response form, move proposal format to after requirements section, and add the hardware requirements to the proposal format section.

David will complete the edits and updating of System Management section.

Rory revise the Scope section of the statement of work to include an explanation of the University's enterprise architecture standard; address contractor requirements for any system that interfaces or exchanges data with the University's core.

Rory finish appendix B University Deviations from SSCT Banner baseline.

Russ move requirement 1.11 to section 8.

Bernard finish functional area narrative describing basic business processes for Enrollment Management, and Grants and Contracts Services. The functional area narrative will be added to the RFP as an appendix.

Russ distribute final version to the ITC and Steering committee for review and comment.