Minutes of Website Advisory Subcommittee
E200 – June 13, 2007

Members Present: Ophelia Clark, Smiley Curtis, Attila Gabor, James Rogers, Beth Cataldo, Martha Lucey, Joe Jah, Mamie How, Thomas Hetherington,

Resource: Richard Middaugh

NEW BUSINESS:

Proposal Update
Twelve proposals were submitted in response to the RFP and two were not considered because they had significant information missing.

Subcommittee members discussed rating-sheet criteria and the factors that the subcommittee will ultimately use to rank proposals for interview.

Subcommittee members agreed that it is important to consider previous experience working with higher education institutions. The evaluation criteria do include this detail as a part of the rating. The subcommittee agreed that the company should have financial stability to undertake a project of this scope.

The subcommittee group members agreed to read and rank all proposals individually and then discuss and negotiate the final scores on one rating sheet. The subcommittee will tally up one final number that reflects the group’s agreed score for each company. Each member agreed to complete his/her rating by Wednesday, June 27, 2007 when we meet from 10am-12pm in the E200 conference room.

The subcommittee agreed after final proposal ranking that the top companies will be recommended for interview.

Discussion ensued about the interview process. The group discussed what the best approach would be. Many members agreed that the companies should present one of their redesigned sites, demonstrating the “before” and “after” project web site. They should then overview their collaborative process, discussing the strengths and weaknesses, challenges and lessons learned. We think that a two-hour time slot should provide enough time for the interview. After the interview, it would be optimal if we could talk to a reference at the bidder’s client site, including someone from both the technology- and user-side.

The subcommittee agreed to have the interviews on July 12 and 13, 2007 and to inform all the vendors of these planned dates so they can set aside the time for an interview. We will then inform the chosen vendors of the interview process after our next meeting.

Allyson Satterland will have copies of all proposals in the Chancellor’s Office
Three copies are available for readers. Two copies are to remain in the office for readers to read either in the E200 conference room or in the Academic Senate conference room.
One set of proposals will be available to check out for 24 hours for subcommittee members and resources only.

**Adjournment**
The meeting adjourned at 11:30 am