Ad Hoc LMS Task Force  
November 9, 2011 Meeting Summary  
Time: noon to 1:30pm  
Place: Broadcast Building room 25

Present: Scott Andstadt, Angela Meyer, Andrea Benscoter, Christopher Jordanek

1. Rick Pence (Pat) and Sal Catalfamo: Why Invitation to Negotiate (ITN) instead of Request for Proposals (RFP)
   1. Better process would be invitation to negotiate
   2. State specifications up front
   3. Allowed to short list
   4. Bring in vendors to present
   5. Committee would evaluate and negotiate
   6. Get final best offer
   7. Make choice and award

   a. Specification requirements
      a. Draft specification
      b. Rick puts them in a document (30 day process)
      c. Rick posts document (1 month posting)
      d. Vendors review product and send questions to Rick
      e. Committee would evaluate the replies
      f. Short list created
      g. Invite vendors to campus to negotiate
      h. Committee Evaluates the product
      i. Make recommendation

   b. Timeline - Tentative
      a. Scope of work done by Jan 10
      b. Rick post by Jan 31
      c. Posting closes Beginning of March
      d. Committee Reviews Replies 1 week (20 day period begins)
      e. Begin to schedule vendors on campus (typically one day for the vendor)(April)
      f. Committee awards (mid to late April)

   c. Constraints – All questions from vendors should be directed to Rick Pence
   d. Process – see above

2. Student Survey Update (CJ)
   1. 956 responses as of Wednesday
   2. Nov. 14 second reminder
   3. 8 % responses per invite

3. Review Health Services Round Table Discussion (CJ and Angela)
   1. see the link above link for complete details from the meeting.

4. Review Coding of Survey Comments (Dave) - Tabled

5. Update on new charge (Pat) - Tabled
   1. Charge should include language about the two committees required for ITN process.
6. Working with Technology Senate (Angela) – Next week Angela, Jaffar and Scott will informally give an update on the process.
7. Next Meeting—November 30

**Action Items:**

- Reserve Room Elspeth
- Start the charge process Pat
- Pull student data from survey CJ
- Draft the final report Angela and Elspeth