Wednesday January 25, 2012
Ad Hoc LMS Task Force meeting summary
10:30 – 11:30
Broadcast Building room 25

**Attending:** Elspeth McCulloch, Christopher Jordanek, Scott Anstadt, Pat O’Connor-Benson, Randall Dean, David Jaeger, Angela Meyer, Andrea Benscoter

**Discussion with Rick Pence**
Committee met with Rick Pence to discuss timeline for the ITN. Timeline as follows:

- **ITN issued:** February 15, 2012
- **Deadline for ITN respondents to submit written questions:** March 7, 2012
- **University to provide response to any questions:** March 13, 2012
- **ITN replies due to the University:** March 21, 2012
- **Evaluation committee to discuss evaluation replies:** March 22-March 28 2012
- **Posting of Shortlist:** March 29, 2012
- **Shortlisted finalists to present to LMS stakeholders:** April 2-13, 2012
- **Best and final offer:** April 16-20, 2012
- **Recommendation to cabinet and interim report:** April 30, 2012
- **Posting of award:** May 30, 2012

**Committee discussed scoring sheets needed to determine shortlist of vendors**
Scoring sheets for:
- presentations
- negotiations
- technical specs.

Need to add rubric and point system to ITN

**Discussed categories for scoring**
CJ will look at the matrix to determine subcategories for scoring rubric

**Discussed finalizing matrix**
Changes needed by Friday
Submit all to Rick by Wednesday