Joint Committee on Online and Distance Learning  
September 19, 2014  
3:00-4:30  
Quinn 109  

Minutes

Present:

Members:

<table>
<thead>
<tr>
<th>Anne Seitsinger</th>
<th>Arthur Mead</th>
<th>Damon Rarick</th>
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<tr>
<td>Deborah Mongeau</td>
<td>Diane Goldsmith</td>
<td>Jill Doerner</td>
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<td>Kathleen Torrens</td>
<td>Laura Beauvais</td>
<td>Vince Petronio</td>
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Guest: Mike Motta

1. RFP Process:
   - Mike Motta outlined the RFP Process.
   - With the exception of Anne Seitsinger, all committee members present agreed to serve on the RFP evaluation committee.
   - The committee discussed the timeline in the agenda and agreed to some changes to ensure that faculty would be on campus for presentations.
   - Timeline (as amended)
     - Present to October 8
       - Complete RFP with JCOL.
       - Have Betty review again before going to State
     - October 8 to 15
       - URI Purchasing submits to state in October – sooner the better.
         - Notify State of who to notify in addition to posting (3 vendors on Sakai site)
       - Should be posted by State
         - Likely posted within a week or so.
     - Late October to Nov 1
       - RFP Posted
     - November
       - Committee develops scoring Worksheet
       - Have reviewed for comment by Betty
     - December - January
       - Responses received from State.
       - Committee reviews and make initial unofficial evaluation to determine who, if any, to schedule for on-site presentations
       - Committee to develop a questionnaire for attendee evaluations.
   - January
     - Schedule on-site presentations with evaluations by attendees
     - Committee to develop a questionnaire for attendee evaluations.
February
- Conduct on-site presentations with evaluations by attendees.
- Committee to make final Technical Evaluation Scoring and assembles responses with cover memo to Betty Gil.

February - March
- Response to state with memo from Committee
- State sends us (URI) the cost proposals OR state opens the cost proposals and assigns the points per the RFP.
  - Cost proposals scored and assignment goes to highest scoring vendor.
- State makes tentative award. Asks for additional information vendor assigned award: contract agreement, certificates of insurance, MBE (Minority Business), EEO compliance, other may be asked.
- State sends this information to URI then goes to URI Legal.

March - April
- Contract Negotiation with selected vendor AFTER State makes tentative award.
- Final Contract goes for URI Legal approval
- Approved final contract goes to contract signing at URI (Christina Valentino)
- Signed Contract goes to Betty to go to State.
- State makes award from signed contract with all other documentation requested from vendor.

April
- Then vendor contacts us to start work.

2. Discussion of Draft RFP document - Mike Motta for subcommittee
- We had a lengthy discussion of the document. We asked Mike to add several items to the RFP:
  - How they would ensure that all faculty materials and resources had been successfully transferred to the new system
  - How they would handle our existing customizations.