# BI Community of Practice

## Minutes for 1/13/2016

Location

KPB 131A and Video Conference

### In attendance

* Jay Eckles (co-chair)
* Dennis Hengstler (co-chair)
* Ron Loewen (Resources subcommittee chair)
* Denise Haley (Training & Support subcommittee chair)
* Ed Johnson (Tools subcommittee chair)
* Allen Dupont (Policy, Standards, and Definitions subcommittee chair)
* Mozhgan Shahidi (scribe)
* Denise Gardner
* Steven Robertson
* Lisa Ford
* Mike Ebbs
* Kriss Gabourel
* John Toman
* Kristen Noblit
* Desiree McCullough
* Scott Gordy
* Les Mathews
* Shawn Bryan
* Susan Lazenby (substitute for Tom Hoover)

### Absent

* Tom Hoover (substitute present)
* Mark Savage
* Janice Hodge
* Jeanne Hermann
* Cyndie Nichols

### Agenda

I. Request for Proposal draft review [BI RFP Draft](https://utsaits.tennessee.edu/bi/cop/Shared%20Documents/Request%20for%20Proposals/BI%20RFP%20Draft.docx)

II. RFP Evaluation

1. Evaluation Committee
2. Evaluation Framework

III. Purchasing Timeline [Gant view](https://utsaits.tennessee.edu/bi/cop/Lists/RFP%20Tasks/GanttView.aspx)

IV. Data Governance

V. SITC Presentation

VI. Review of plan & Discussion of next steps

### Minutes

Jay Eckles called the meeting to order at 10:01 AM eastern time.

### Request for Proposal draft review

The committee had offered very limited feedback to Dr. Eckles prior to the meeting. No significant concerns were raised regarding any existing technical requirements, nor were any additional requirements identified.

Purchasing has supplied a new template for RFPs, and Dr. Eckles is transferring the RFP draft to that new template. Purchasing has also supplied new accessibility language which Dr. Eckles is using to replace the existing requirement in the draft.

The committee reviewed the outcome and performance standards section of the template and added items to the draft for that section.

Committee members are to deliver to Dr. Eckles by Thursday, January 14, any requriements they believe should be identified as Mandatory requirements. These must be Yes/No answers and No answers will disqualify respondents.

New state guidelines require us to count cost as at least 30% of the criteria for award.

Aim is to finish the RFP by Friday, January 15.

### RFP Evaluation

Dr. Eckles walked the CoP through a proposed evaluation method. Changes recommended by the committee include changing the label of the rating “Not evaluated” to “Inadequate Response”, indicating that the response lacks sufficient detail for the item to be awarded points (as opposed to the evaluator lacking expertise necessary to rate the item).

One question for Purchasing is whether each evaluator can assign their own extra weights as long as those weights are assigned before evaluation begins.

Another question for Purchasing is whether the evaluation methodology must be completed before the RFP is published and whether the entire methodology must be included in the RFP itself.

#### Evaluation Committee

The CoP determined to establish an Evaluation sub-committee. All Tools sub-committee members will be a part of the Evaluation sub-committee. Any other member of the CoP wishing to participate in evaluation may also volunteer to join.

#### Evaluation Framework

A suggestion was made by Dr. Hengstler to make the Table of Contents (ToC) items the scorable items in the RFP, rather than making the detailed requirements each a scorable item. The idea is to make evaluation more feasible. The limited number of scorable items also makes it more feasible to determine weights of scorable items as a group.

Les Mathews pointed out that using ToC items as scorable items is problematic for those line items that have less hierarchy in the requirement organization. Dr. Eckles will reorganize those sections with an eye towards this need.

The committee briefly discussed a more granular scoring scale for the evaluation framework.

### Purchasing Timeline

### Data Governance

### SITC Presentation

Discussion of agenda items III, IV, and V (Purchasing Timeline, Data Governance, and SITC Presentation) were deferred to our next meeting due to time constraints.

### Review of plan and discussion of next steps

The CoP will hold its next meeting on Wednesday, January 20. That meeting will include continued discussion of evaluation methodology as well as deferred agenda items from today’s meeting.

Blake Reagan from purchasing will be invited to attend to discuss the evaluation methodology.

Publishing an RFP on Friday, January 15, will not be possible due to work required to incorporate mandatory requirements, transfer to the new template, and get answers from Purchasing on questions raised. We will target January 22 as the new publication date.

Dr. Eckles concluded the meeting at approximately 11:15 AM.