

Contracts Committee Minutes

January 28, 2016

Location: Conference Call - - 866-789-8819_3276688#

Members attending: Shannon Davis, Jeff Daniels, Ryan Sandhu, Jarrod Morrison, Micah Brown and Kitty Davis.

Shannon Davis called meeting to order at 1:00pm and introductions were made.

No review of prior minutes was made.

One Call Center Operation RFP:

Shannon Davis had e-mailed to committee members a Request for Qualifications, Bidder's List, and letter to bidders from 2010 to review.

Shannon opened the discussion by saying the goal today was to establish a time line for the RFP for One Call Center and discuss a format to use.

Timeline:

June 30th to award the RFP. Give at least a 6-month process.

Do we want to leave it open to other states... yes.

Legal service to review? Ask AAG and find out how much time they need.

Suggested 2 or 3 companies to review in person.

Recommended bids come in electronically. Goes to Contracts Committee to review and then present to the board.

If June 1st is the deadline, that gives the committee a few days to review and then hold a conference call.

If posted in March, May to review, June 8th in person.

How much time to we give them? 2 weeks.

Discussed transition of changing 811/800#. Does OUNC own the 800#?

How much time do we need to recommend the top 3?

Schedule a contracts meeting after May 11th?

Due by May 4th and one week for committee to review and chat on May 11th.

Bids out by April 4th

Allow bidder time to submit Q&A's

Q&A's due by April 13th

Committee would be back to them by April 20th.

Review of Request for Qualifications:

Section 2: Scope of Work

Under 7: delete 'stock inventories

Under 10: delete all

Under 11: ask Johanna about wording on 'handicapped'. (hearing impaired)

Section 4: Statement of Qualifications Contents

- A. Cover sheet
- B. Firms' Capabilities
- C. Operations Team
- D. Operations Understanding
- E. Methodology of Operating the Center
- F. Resources
- G. Supportive Information
- H. Technology Changes
- I. Pricing -- this is added to gauge their interest.

Section 6: Statement of Qualifications Evaluation and Vendor Acceptance

Under 6.1: Remove A that is in document.

Under new A: change Interview to 'Proposal or Presentation'. And add "the committee will select the top vendors to present proposals to the Board on June 8, 2016.

Under 6.3: Criteria: add I. Pricing and Weighted Value; numbers were adjusted.

Section 7: Inquires

Under 7.1: Addressed to Shannon Davis

Under 7.2: April 13, 2016

Section 8: General Information

Vendors to present on June 8, 2016

Shannon will send out corrections to committee prior to next board meeting.
Changes to RFP will be discussed at the next OUNC Board meeting on Feb. 10, 2016.
Jeff Daniels will research CGA website for other vendors.

Old Business: None

New Business: None

Adjournment:

-Conference Call was completed at 3:00pm and meeting was adjourned.

Submitted by: Kitty Davis – January 28, 2016