

SDLAC Meeting Minutes  
 November 5, 2008  
 Oregon State Library Room 102  
 10:00 am – 1:00 pm

<b>Agenda Item</b>	<b>Discussion Lead</b>	<b>Time</b>	<b>Committee Action</b>	<b>Action Item</b>
Agenda Review	Victoria	5 min		
Review Minutes of 10/1/08 Meeting & Approve	Victoria	5 min	Review/Approve	Approved.
<b>Continuing Business</b>				
Review RFP final draft	Victoria/MKD/Denna	45 min	Review	Group reviewed pertinent sections of RFP and suggested changes. Denna will make changes, send to attorney for review and MKD will send out to SDLAC for last look.
Review scoring criteria	Victoria/MKD/Denna	30 min	Review	Group assigned points to each of the desirable (optional) elements of the RFP. Assigned responsibility for drafting criteria for elements without: Technical support- Dolores; Additional linking capabilities- Tony; User privacy- Victoria; Full text- from Tony's suggestions & from WA state RFP (Linda will post WA RFP to SDLAC list);

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				COUNTER & NISO-Greg. Send draft criteria to MKD by November 28 <sup>th</sup> , she will compile and send out before December meeting.
External reviewers questions and scoring	Victoria/MKD	30 min	Discuss	Group reviewed external reviewer questions made several changes. Agreed that each section was 25 points.
Update timeline	Victoria	20 min	Discuss	Proposed not scoring pricing but use price proposals as beginning of negotiations with highest ranked vendor. Denna will clarify with attorney suitability of approach. Plan to release RFP in early to mid December and keep open until mid-January.
Next meeting	Victoria	15 min	Discuss	December 3, 2008 10:00 – 1:00 at OSL. -Review scoring criteria -Conflict of Interest responsibilities & certification -Finalize external reviewers and scoring.

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Members attending: Wylie Ackerman (phone), Victoria Ertfelt (substitute Chair), Tony Greiner, Greg Doyle, Dolores Judkins, Linda Weight, Mary McClintock, Karen Clay, Carol Jones (LSTA Council liaison), Jennifer Arns.

Staff attending: Denna Coleman (State Procurement Office), MaryKay Dahlgreen, Darci Hanning