

SDLAC Meeting Minutes-DRAFT
 December 3, 2008
 Oregon State Library Room 102
 10:00 am – 12:15 pm

Agenda Item	Discussion Lead	Time	Committee Action	Action Item
Agenda Review	Mary F.	5 min	Review	
Review Minutes of 11/5/08 Meeting & Approve	Mary F.	5 min	Review/Approve	Approved.
Continuing Business				
Final draft RFP	Mary F.		Discuss	Several changes were discussed and made to the RFP including adding population served in pricing proposal. MKD will make changes in document and send to Denna.
Review proposal scoring criteria	Mary F./MKD	45 min	Review & discuss	Reviewed and discussed several changes, including adding entire management summary from mandatory requirements to desirable # 23 to aid in scoring. MKD will make changes in document and send to Denna.
Conflict of Interest overview	Mary F./MKD	15 min.	Overview	MKD reviewed sample Denna had provided. Discussion of who could comment resulted in agreement that only

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				committee and external reviewers could respond to maintain integrity of process. After RFP is released SDLAC members will contact their external reviewers with information and we will have last call for reviewers. MKD will ask Denna if the review committee kickoff has to be a meeting or if it can be done via e-mail?
External reviewers questions and scoring	Mary F./MKD	30 min	Discuss	See last item. Question value changed for external reviewer questions: 30 each for content & search display 20 each for user support & technical issues. Scoring will be electronic but a hard copy version will be available, which will then need to be entered by reviewer in electronic survey version.
Timeline review	Mary F./MKD	20 min	Discuss	The following timeline was developed:

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				<p>RFP out mid-late December Proposals due by 1/31/09 Mandatory and desirable features/external reviews February to mid March SDLAC meeting April 8th to select database LSTA Council May 15th OSL Board June ?? MKD will send draft timeline to Denna</p>
Next meeting	Mary F.	15 min	Discuss	<p>No January meeting, keep February and March meeting on schedule and put April 8th on calendars instead of April 1st. April meeting will be 9 to 3 with working lunch.</p>