

## CAMPUS ONE-CARD MEETING

### MINUTES OF MEETING

April 20, 2005

Present: Jim Lach, Co-Chair, Jeff Nelson, Co-Chair, Toby Singer, Nancy Colzman, Dave Maley, Gaylyn Finn, Kathleen LeRoy, Jane Schimpf and Tim King

Jim Lach reiterated that all Campus OneCard committee documents can be viewed on the Blackboard Community.

The RFP was sent to the three vendors on Wednesday, April 13<sup>th</sup>. All vendors have responded that they have received the RFP. The vendors were allowed one week to ask questions about the RFP, due by the end of the day today, April 20<sup>th</sup>. Jim stated that he had received a list of questions from one of the vendors who wanted to come in person and ask, but the request was denied.

Jim will send the vendor questions to the committee members by email with his suggestion of the expert who should respond to each question clearly identified. He requested all committee members respond back to him by Tuesday, April 26<sup>th</sup>.

If a committee member wants to respond to a question not assigned to them, they should contact the expert who *was* assigned the question so only one response per question is made and it doesn't get too confusing.

From the individual responses, he will consolidate one question & answer sheet which will be sent back to all vendors, not just those who asked the questions, to ensure the process is fair. The RFP schedule indicated a response back to the vendors by April 27<sup>th</sup>.

The closing date for the RFP submittals is May 9<sup>th</sup> at 3:00 p.m. All vendors were sent a criteria form with the RFP which will be used by the committee to evaluate the vendor proposals.

Vendor presentations will be scheduled for Tuesday through Thursday, May 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup>. The assignment of specific presentation dates was decided by a random drawing of vendor names from a "hat" in front of the steering committee.

The assigned presentation dates are:

|                                   |            |
|-----------------------------------|------------|
| Tuesday, May 24 <sup>th</sup> :   | CBORD      |
| Wednesday, May 25 <sup>th</sup> : | Diebold    |
| Thursday, May 26 <sup>th</sup> :  | Blackboard |

The schedule format which will be used for each vendor presentation is as follows:

**10 am - 12 pm: Vendor Presentation**

No Q&A will be permitted in this section, to stay on schedule and ensure each vendor is permitted the same amount of time. Cards will be provided for attendees to record questions which asked by a moderator in the afternoon session.

**12 - 1 pm: Lunch Break**

The Steering Committee will meet privately over lunch to discuss the vendor presentation. Lunch will also be provided for the vendor representatives to save time and stay on schedule.

**1 - 3 pm: Vendor Question & Answer Session**

Questions submitted on cards during/after the morning vendor presentation will be filtered by Nancy. The prioritized and consolidated questions will be asked by the moderator.

Jim will let each vendor know their presentation date and the set presentation schedule which will be followed.

Jeff will work on the logistics for the presentations and try to get the same room for all three presentations, preferably video-conference-equipped so that stakeholders from Firelands will be able to participate remotely.

Jeff Nelson reported that the final forum was held on April 12<sup>th</sup>. The forums in general yielded a good attendance (approx. 90% of the targeted departments) and also included a number of good questions.

A preliminary discussion was held on the possible design or structure of a Campus OneCard office. Gaylyn suggested a model needs to be developed which includes proposed funding, staffing needs, scope of responsibility, hours of operation and location.

Jeff has started a proposal outline and will complete it for the Steering Committee to review and comment. Everyone agreed this discussion needs to start soon so plans can be implemented soon after a vendor award.

**NEXT MEETING:**

May 4<sup>th</sup> at 2:00 pm  
Student Union, Room 307

Pam Oler, Office Coordinator  
University Bookstores  
(Standing in for Cheryl Heinlen)  
4-20-05