



Department of Emergency Services
Division of State Radio
 Computer Aided Dispatch Project

Meeting Agenda

Meeting Title	CAD Weekly Progress Meeting	Time	2:30 – 3:30 PM
Date	02 June 2008	Place	Fraine Barracks, DES Conference Room
Facilitator	Christy Smith	Call-In #	N/A

Accept/Reject:		Date:	
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- Invitee List:**
1. Russ Timmreck
 2. Mike Dannenfelzer
 3. State Radio Supervisors
 4. Larry Ruebel
 5. Bob Nutsch
 6. Carrie Oswald
 7. Sarah Keney
 8. James Boehm
 9. Jim Crow
 10. Pam Schafer
 11. Gordon Christensen
 12. Justin Data
 13. Christy Smith

- In Attendance:**
1. Russ Timmreck
 2. Mike Dannenfelzer
 3. Rosalie Doerr
 4. Bill Haas
 5. Larry
 6. Carrie Oswald
 7. Gordon Christensen
 8. James B
 9. Jim C
 10. Justin

#	Agenda Item	Time Allotted	Presenter or Moderator
1	Conclude RFI Responses & Analysis Discussion	30 min	Christy Smith

- Discussion:
- Finalization of RFI responses
 - How our business requirements have changed going into the RFP.
 - Questions that we eliminated from the RFP, as the result of the RFI process.
 - New questions that we want to ask in the RFP, based on the RFI responses.
 - Tier 1 Company responses
 - Matrix
 - Briefly reviewed matrix. No cost for Interact because their pricing is confusing.
 - RFI Schedule & Remaining Tasks
 - Results: Presentation to Stakeholders?
 - Create powerpoint presentation for SIEC, based on the RFI report and matrix
 - Budget Development
 - Implementation
 - Contingency
 - ITD
 - More information needs to be gathered via the RFP process in order to determine the hosting scenario. Will keep appropriate ITD personnel involved in order to devise the best hosting solution and to determine associated costs

2	RFP Planning Status	30 min	Christy Smith
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- Discussion:
- RFP Project Plan in review by our Large Project Oversight Analyst (Mark Molesworth)
 - Schedule for Implementation
 - Follow similar process for finalization of the RFP requirements regarding stakeholder feedback as was done during the RFI process
 - RFP is scheduled to be issued the last day of Russ' employment at State Radio

- Can't issue the RFP and field questions the same day. Vendors need at least two weeks to field questions. Actually, would like to add a vendor's conference to this process, so allow them two weeks for review of the RFP, then have the conference, then allow few days after that, and then have the deadline for questions due. Via phone conference. State will need to get a phone bridge number to use. This process will be written into the RFP. Need to record the meeting. Also, potential to get a court stenographer. TBD.
- Need to add date to schedule of when the proposals are due.
- Need six weeks for the State staff to review the proposals alone, not six weeks total to select the vendor (including presentations, etc.)
- Give more lead time for scheduling the vendor presentations
- Need to add the time to negotiate and sign the contract. Add two protest periods, plus two months of contract negotiations (these can be concurrent activities).
- Noted that may have up to 12 or more vendors responding to the RFP, so should be careful in wording requirements to ensure we get the types of responses we're looking for, and vendors with solutions that cannot meet the complexities we require do not send in proposals
 - For example, extra credit or higher weighting for state-wide or multi-PSAP installation
- First State Interoperability Executive Committee (SIEC) Meeting scheduled for 8 July 2008, from 10:00 to 15:00 at DES.
 - Will take minutes and post to DES web site (site location TBD). The site will serve as the central point of communication. Where they are posted can be referenced from the CAD site.
- May Monthly Status Report

#	Action Item	Assigned To	Due Date
1	Create SIEC/Stakeholder PowePoint presentation of RFI findings, based on current rollup information.	Christy	June 13, 2008
2	Set up meeting to begin creating the RFP template. Can extend next week's meeting to two hours.	Christy	June 4, 2008
3	Add Holly Gaugler to the distribution list for this meeting and its agenda/minutes.	Christy	June 4, 2008