

Statewide Database Licensing Advisory Committee Meeting
Oregon State Library - Room B9
August 19, 2013
10:00 pm to 3:00 pm

Members present: Chair, Jane Nichols, Sheryl Eldridge, Glenna Rhodes, Thomas Richards, Marika Pineda, Brent Mills, Diane Sotak, Marion Mercier, Garnetta Wilker, and Liz Paulus. Carol Dinges, LSTA Advisory Council Representative.

Guest: Stephen Cox

Staff present: Susan Westin, Arlene Weible, MaryKay Dahlgreen and Ferol Weyand.

Chair, Jane Nichols called the meeting in order at 10:00 a.m.

Welcome and introductions of new members:

Introductions of members in attendance were made. New members Diane Sotak and Brent Mills were welcomed. Weible informed committee that Jennifer Parkhurst has resigned. The committee will go through round one of the RFP evaluations without a substitute. Stephen Cox will join in at round two. He finished his term with the SDLAC committee on December 2012. The committee was asked to think about future members to recruit in late fall or early calendar 2014.

Review agenda and minutes from April 29, 2013 meeting:

Nichols and Weible described the process for the evaluations performed today. DAS representatives will be joining the committee for the evaluation process and will keep records on a spreadsheet.

Paulus moved to approve the minutes from previous meeting without additions or corrections. Pineda seconded. Motion passed unanimously.

Review and approve annual report:

This report goes initially to the LSTA Council each year as a review and update on the committee's activities. It is also sent to the OSL Board and the library community. Nichols will publicize the report via LIBS-OR. Committee members are encouraged to pass on to their constituents.

Weible reviewed the report briefly.

Dinges moved to approve adopt accept document. Paulus seconded.

Budget update:

MaryKay Dahlgreen joined the meeting and reported to committee about the budget and OSL transformation project. She reported that there are six transformation workgroups reviewing all the services of the State Library. She also reported that there is no firm information about next year's LSTA budget. It is likely to be level funding, but it is possible there may be a reduction. If so, the state contract will have to move back to a subsidy model, with libraries sharing part of the cost. At this stage, the committee should focus on the evaluating the RFP proposals for content, and not cost concerns.

The LSTA Council has requested a joint meeting with the OSL Board to look at priorities of the Council, SDLAC committee. Funding and services will be discussed. Dahlgreen thanked Nichols for the excellent job on writing the annual report.

Discussion of RFP proposal documents:

Committee members suggested several ideas for improving the structure of the proposal documents to make the review process easier.

- Name the documents in a consistent format
- Give vendors more instruction about format of proposals, however this could lead to disqualification of vendors based on formatting issues
- Have a committee discussion about the structure of the documents before members start evaluation
- When there are a large number of proposals, divide committee members into subsets and score in groups
- Provide more clear information about mandatory and optional requirements
- Provide more time for evaluation; two weeks was allocated, but all proposals were not ready for distribution and ended up with really on 1 full week for evaluation

The Committee discussed how to apply some of these ideas to the second round of evaluations. Weible will consult with DAS staff about options. Weible described the rubrics for the second round, reiterating that the scores should be based on the written proposals, demonstrations, and experience with trial access. She also reminded the committee that the scoring sheets will become part of the public record for the procurement.

Evaluation of RFP – Executive session (closed)

Lunch Break

Evaluation of RFP – Executive session (closed) (continued)

Action Items Review:

- Weible will post annual report to the OSL website.
- Weible will discuss evaluation process issues with DAS Procurement staff
- Round 2 evaluations will take place on September 23, 2013; meeting will be executive session only.

Meeting was adjourned at 3:15