



**OSS/BSS Software Development Team**  
**Minutes From**  
Wednesday June 1, 2011, 1:30 PM Meeting  
At the City of Champaign EC1Conference Room

**Call to order:** Fred Halenar called the meeting to order at 1:00 PM (meeting started earlier than expected since most members of the subcommittee were available from the earlier postponed UC2B Policy Committee)

**Attendees:** Bill DeJarnette, Ross Veach, Mark Toalson, Ray Mitchell, Peter Folk, Mike Vrem, Mike Smeltzer, Fred Halenar (Chair and note taker)

**Approval of the Agenda:** Motion was made by Mike Smeltzer; seconded by Mike Vrem to approve the agenda. No modifications were made to the agenda. Motion passed unanimously.

**Approval of Minutes:** There were no minutes to approve.

**Developing Proposal Evaluation Criteria for OSS/BSS Software for cabled systems portion:**

- Since potential vendors were attending meeting, Fred asked the vendors that thought that they might be involved in submitting a proposal for this aspect of the project that they had a decision to make. They were welcomed to stay and provide input on the proposal evaluation criteria and risk not being able to submit a proposal on this aspect of the project or they could leave the meeting and protect their ability to submit a proposal later. Given that option, Peter Folk and Ray Mitchell voluntarily left the meeting.
- The group identified which of the earlier developed specifications were pertinent to the cabling systems. Doing this will aid what items were important enough to include in the scoring process.
- Each section was reviewed to create an abbreviated list of required specifications. The group also identified how options might be used in the RFP. It was also suggested that the RFP be set up in such a way as to test the vendors abilities to provide more integrated modules in the process, but that these will not be scored as part of the proposal evaluation criteria.
- Fred will put together the new specs and after the group is okay with those modifications, then Mike Smelter will be asked to modify the proposal scoring form.

**Next Meeting:** Was not set, will depend on when individuals can complete their assignments.

**Adjournment:** Motion was made by Mike Vrem, seconded by Bill DeJarnette to adjourn. Motion passed unanimously. Meeting adjourned at 2:35 PM.