AUGUST 27, 2020 2:00PM – 4:00PM

- Introductions
    - Elizabeth Melville - NCSS
    - Ari Kisler - VCRHYP
    - James Doyle - UVH
    - Lee Trapeni - SSHP
    - Rebecca Gural – UVM SSVF
    - Chris Brzovic – CCHA/CVOEO
    - Will Towne - Spectrum
    - Rich Turner – Vets Place
    - Jessica Makela - HPC
    - Gwen Williams - UVH
    - Lily Sojourner - AHS/OEO
    - Becca Lewis - NEKCA
    - Chelsea Alsofrom - Pathways
    - Linda Amante – CVOEO Chittenden
    - Meghan Morrow Raftery - ICA
    - Karina McNamara - ICA
    - Adam Smith - ICA
    - Louise Masterson - ICA
    - Jesse Dirkman – ICA
- Absent (expected):
    - Karen Boyce - Vets Place
    - Daniel Blankenship - VSHA
    - Elizabeth Kanard - CHCB

- Results of CoC votes
    - Both CoC's voted to continue with the RFP

- HMIS Advisory Conflict of Interest and Member Agreement

    - If anyone needs a copy of their signed documents – please let Meghan know.

- Demo of the RFP Process
    - Jesse Dirkman presented the Wisconsin RFI and RFP process. The document with all the questions can be sent to committee members upon request. VT is going to jump ahead to the RFP process.
        - **ADD:** clarification around versions of VI-SPDAT – specifically TY-SPDAT
        - **ADD:** long term customer reference
            - Customers that have been there 5 years or more. Is the company well positioned for the future?
            - Responsiveness to customer needs – changed for better or worse?

- o Committee Members will be scoring the system demos
  - ▪ Send Meghan any questions that each committee member would like to ask during the demo.
  - ▪ A list was started during this meeting. Example of one question:
    - **Question:** Can we ask about the ability to request custom reports on demand – Users write their own reports on demand?
- o How much information does the committee members want to look at when we hear back from the vendors?
  - ▪ Full answers?
  - ▪ Scores?
  - ▪ Snippets?
  - ▪ ICA will show scores and summary to committee, so members are not overwhelmed with the large scale of detail. If the members would like more information ICA will share the full detail.
- o Demo time commitment: about 2/hours **per vendor** (end user experience with some reporting with separate demo on reporting experience)
  - ▪ Committee members can bring questions to the demos
  - ▪ Demos can be recorded
  - ▪ Committee members complete a rubric after the demo is completed – the rubrics will be compiled by ICA staff and used to have conversations about vendors/the experience.
- o How long will we give vendors to respond to the request?
  - ▪ 45 days recommended
- o How long after that will we look at scheduling demos?
- o VT is looking at inviting 5 vendors

Next steps:
- Jesse will set up Formstack questionnaire – how long will Jesse need for this? Jesse will need to combine the WI RFI and RFP documents (this will take a little bit of time) – Goal: September 15th to have this complete.
- Announce to the 5 vendors that we are doing an RFP – request interest in RFP by a certain date – send link to Formstack – give 45 days to answer questions on Formstack
  - o This would put us at November to review responses of RFP.

- Next Meeting
  - o September 17th 1:30 - 3:30 pm
  - o October 15th 1:30 – 3:30 pm
  - o November 19th 1:30 -3:30 pm