

Date: January 24, 2019

Date Minutes Approved: February 20, 2019

IT STEERING COMMITTEE –subcommittee meeting

Present: Julia Adams, Alex Chin, Lt. Chip Chubb, Kathleen Glynn, Cheryl Lewis, Mary Beth MacQuarrie, Scott Lambiase

Vender Reps present:

Yoku McCarthy

BerryDunn

Portland, Maine

Government Consulting with a local team

Lindsey Donato

Blum Shapiro

Have technology consulting group and operational group

CALL TO ORDER: 9:00 am.

NEW BUSINESS:

Vendor representatives present to ask questions about RFP

Introductions:

Vender Reps present:

Yoku McCarthy

BerryDunn

Portland, Maine

Government Consulting with a local team

Lynsey Denatto

Blum Shapiro

Have technology consulting group and operational group

MINUTES:

Kathleen Glynn: IT services are currently separate. We can't support two entities. The schools are currently based on Apple products, and the town side uses PCs. As a member of the finance committee, I asked if it would make sense to consolidate IT. In 2016, the Collins group at UMass Boston completed an initial review which we are happy to share with you. It confirmed that we needed to consider consolidation at the operational and services level.

Alex Chin: In my view, we don't see this as a money saving exercise. How do we keep proper service level agreements? How do we share resources? What are the agreements between town? Who's ticket get serviced first? The report will be a deep dive of people, process and systems. What makes sense for us? We kind of think we know what we need. We want to bring in someone to help guide us, and how do you go about doing what we need to do.

Scott Lambiase: My role is to get the RFP in front of you.

Kathleen Glynn projected Yoku's questions on to the whiteboard along with the RFP.

Question 1: Do you have current inventory information (page 4 item 9)

TOWN CLERK

2019 FEB 20 PM 3:54

DUXBURY, MASS.

Schools yes, towns yes, public safety no

Question 2: Page 5 Do you have a detailed strategic operating plan?

Schools—We have a 3 year strategic plan based on the state's technology plan template. We also maintain a ten year replacement plan based on industry standard life cycle projections that is based on our summative inventory spreadsheet.

Town- Have a 2014-2018 Strategic Master Plan and this process will create the new strategic plan for the town. We also have the Collins study.

Question 3: How many focus groups should they expect?

Alex Chin: It would be a combination of focus groups, individual meetings and surveys as you are trying to build requirements. The larger IT steering committee is a pretty representative group you can get a lot of information and requirements from to start with.

Question 4: Does the town have an anticipated budget for this?

Scott Lambiase: around \$100,000

Question 5: Page 8 item 11

Potential vendors need to give list of contracts what if have confidentiality agreement. Lt. Chubb suggested vendors could give a vendor list and dates with the clients names redacted if they have a confidentiality agreement.

Page 5 IT Data

Would like access to current policies and procedures
School-policies approved by school committee
Town-No policies as they have to be approved by selectman
Police—Have policies—can't be changed
Organization chart and job descriptions

Gerry load documents to Folio for the schools

Proposal outline section—page 7

Certifications for vendors

Cheryl: We would like potential vendors to have expertise in those areas. Lt. Chubb: The personnel do not have to be on the local team but could work nationally and provide expertise to the team. Mary Beth pointed out that those are desired certifications.

MINUTES: Kathleen motioned to approve the minutes. Cheryl approved. Alex seconded. Vote: Unanimous

ADJOURNMENT: 9:39 am. At approximately 9:39 a.m., Kathleen moved to adjourn. Seconded by Alex.. Vote: Unanimous.

Minutes submitted by Cheryl Lewis