**DATA TF Systems/IT Subcommittee Meeting Notes| May 10, 2018**

**Attendees:**

[x]  Krista Heineman

[x]  Paula McFarland

[x]  Josiah Masingale

[x]  Kris Schoenow

[ ]  Monique Alcantara

[x]  Katy Kujawski

[ ]  Jenae Bjelland

[x]  Frances Yator

[x]  Muska Kamran

# Action Items:

* Next Meeting: July 2nd; 2:00 p.m.
* NASCSP will share drafts of the RFP template and data dictionary.

# Summary:

* Kris finalized Josiah as the chair of the committee.
* NASCSP discussed ideas for the RFP template and gathered feedback from the group about what they would like to see in the template.
	+ Other guidance that the RFP template may provide:
		- system administration and maintenance
		- training and implementation, including implementation timeline
		- policies and procedures
		- rules to ensure the data is accurate/concise
		- confidentiality
		- implementation timeline
		- first time implementing a database vs. transferring to a new system
	+ Members discussed their experience with an RFP and a new database system.
		- Continuous training is the most important because of staff turnover.
	+ Case studies or how-to for the template?
		- The how-to was the preferred choice, but members liked having access to examples/lessons learned as well.
			* Some lessons learned:
				+ Beware of overpromising.
				+ Use products that are familiar with CSBG.
				+ Require vendors to be open to pulling data from other vendors.

There was an idea to create a list of questions to ask potential database vendors. This could be part of the scoring sheet in an RFP.

* + - * Case studies for different-sized agencies
	+ NASCSP will share a draft of the RFP template with the committee in June.
* NASCSP then discussed the data dictionary with the committee.
	+ The committee liked having standard data points.
	+ NASCSP asked the committee to think about other models that the data dictionary could follow.
	+ NASCSP will share a draft of the data dictionary with the committee.
	+ NASCSP plans to convene a group of vendors to provide input on the data dictionary.
* Next Meeting: July 2, 2:00 p.m. EST.