Roles and Responsibilities:

- Review decisions made by the Project Steering Committee
- Communicate plans, status, and decisions regarding UC's SIS vendor selection process to the BOT
- Provide overall leadership and direction in UC's SIS software and implementation services selection project
- Provide input into the development of the RFP documents and give final approval prior to their release
- Provide guidance on questions raised by the Project Team
- Review and score RFP responses using predetermined vendor evaluation criteria
- Review the Project Team's recommendation for software vendor finalists and up to two implementer finalists per software vendor finalist to invite to campus for scripted demos and presentations
- Make final decision on software vendor finalists and implementers to invite to campus
- Participate in vendor scripted demos and implementer presentations
- Score results of scripted demos and implementer presentations
- Review the Project Team's preferred SIS software and implementation services provider recommendation and summary analysis
- Make final decision on UC's preferred SIS software and implementation services provider
- Communicate all decisions with the Project Sponsors
- Take an institutional view of the University's SIS software and implementation services selection process
- Provide input in defining the scope of UC's SIS implementation
- Define business scenarios for vendor scripted demos
- Finalize functional and technical requirements previously gathered using DecisionDirector
- Complete RFP edit / review assignments
- Review and provide feedback on the draft RFP(s)
- Review and score RFP responses using predetermined vendor evaluation criteria
- Recommend to the Steering Committee software vendor finalists and up to two implementer finalists per software vendor finalist to invite to campus for scripted demos and presentations
- Perform software vendor and implementer reference checks
- Participate in vendor scripted demos and implementer presentations
- Score results of scripted demos and implementer presentations
- Review all data collected, prepare a summary analysis of the strengths and weaknesses of the software and implementer finalists, and recommend preferred SIS software and implementation services providers to the Steering Committee
- Participate in vendor scripted demos and implementer presentations
- Score results of scripted demos and implementer presentations
- Assess the financial strength and viability of vendors that respond to the RFP's
- Review and analyze vendor project cost data (from vendor RFP responses)
- Ensure 'apples to apples' vendor cost comparisons between vendors
- Summarize vendor cost data and present to the Project Team and Steering Committee

Collegiate Project Services duties:

- Vendor selection best practices and process owner
- Facilitation, consulting, and project management support
- Construct RFP(s) for SIS software vendors and implementers and submit for review
- Analyze and summarize all data collected to help make decisions and recommendations
- Review RFP responses for minimum qualifications and communicate results to the Steering Committee and Project Team
- Coordinate with contract negotiation specialist to provide input during RFP development and vendor negotiations

SIS Software and Implementation Services Selection Governance Model

- Project Sponsors
  - Robert Ambach, Larry Johnson / Beverly Davenport Sypher, Nelson Vincent

- Project Steering Committee
  - Co-Chairs: Caroline Miller, Jim Plummer, Nelson Vincent
  - Members: Aurora Bennett, Anton Harfmann, Carol Metzger, Lee Mortimer, Andre Naab, Robert Rokey

- UC Procurement Rep
  - David Key

- Project Team
  - Co-Chairs: Doug Burgess, Pat Krekeler, Robin Pittman
  - Members: Tom Canepa, Paul Foster, Nicholas Frame, Cecily Goode, Gary Grafe, Ken Hirsh, Emily Kregor, Bob Miller, Mark Miller, Andrea Oaks, Joseph Ohemeng, Dana Pawlowicz, M.B. Reilly, Ken Wolterman, Tara Warden, Mark Young

- University-Wide Vendor Scripted Demo and Implementer Presentation Participants
  - TBD

- Vendor Viability and Cost Analysis Team
  - Members TBD

Last updated: 7/9/2013