

MINUTES  
**TECHNOLOGY TASK FORCE**

**DATE:** September 12, 2011  
**TIME:** 8:30 am  
**PLACE:** Senate Auditorium, WW02

**MEMBERS:** Wendy Horman, Brent Lloyd, George Boland, Desiree Laughlin, Heidi Rogers, Chuck Winder, Stefani Cook, Brian Duncan, Reed DeMordaunt, Salvatore Lorenzen, Tom Luna, John Goedde, Christine Donnell, Bicker Therien, Christopher Campbell, Debbie Critchfield, Maria Nate, Mike Fornander, Linda Clark, Penni Cyr, Marne Curtis, Andy Grover, Aaron McKinnon, Brad Patzer, Alan Dunn, Spencer Barzee, Cliff Green, Melinda Smyser, Jennifer Johnson, Jayson Ronk, Keven Denton, and Rich Wills (for Bob Nonini)

**General Task Force Business** Superintendent Luna called the group to order at 8:32 am.

**Division of Purchasing Overview, Sarah Hilderbrand** Sarah Hilderbrand presented on the Division of Purchasing's procurement protocol. She stressed the importance of keeping the purchasing process fair, open, and transparent for all. She defined a Request for Information (RFI) as a type of research where the vendor community is asked what is available and a Request for Proposal (RFP) as the sealed bid process. In public, rather than private, procurement there are a set of guidelines in statute and rule that must be followed. All procurement inquiries should be sent to Mark Little at the Division of Purchasing to ensure consistency during the process. Specifications should be based on desired outcome and should not express a vendor or solution preference.

The group discussed whether vendor or school site visits to gather information were permissible. Ms. Hilderbrand told the committee there is an opportunity during the RFI process for vendor demonstrations. School site visits to gather information should have a defined protocol and structure. Ms. Hilderbrand suggested setting up parameters for gathering information on school site visits. Superintendent Luna stated the State Department of Education (SDE) would work with the Division of Purchasing and task force members to craft a framework and guidance for site visits before the next day's meeting.

Idaho Code says that if the services of a vendor influence the procurement process there can be criminal penalties.

RFIs can take up to 45 days. RFPs can take up to six months. There are existing contracts with suppliers who the state already has a statewide contract with.

**Site Visit Protocol Presentation, Matt McCarter** Matt McCarter presented on protocol the State Department of Education has developed for site visits. The purpose of the site visits is to capture successful policy and practice related to the integration of technology in instruction through interviewing key personnel and students, observing instruction and student use of computing devices, and documenting findings. Task force members conducting site visits will be asked to report their findings to the task force and/or germane subcommittees.

Tentative sites to be visited have been identified through task force member recommendations and SDE staff research. The following are examples of criteria used to prioritize the locations:

- Presence of a one-to-one program in grades 9-12
- Diversity of devices utilized in the one-to-one program

- Variance of socio-economic status
- Presence of classroom technology
- Openness to hosting a site visit

The tentative locations identified for site visits are Maine, Keller and Klein School Districts in Texas, Crescent Public Schools in Oklahoma, and Auburn City Schools in Alabama.

Site visits will be conducted in October. Technology Task Force members involved in site visits will be determined by subcommittee chairs and SDE staff. Considerations such as professional roles (teacher, technology director, lawmaker, administrator, etc.) and relevance to subcommittee purpose will be used to ensure that a diversity of backgrounds and perspectives are represented during site visits. SDE staff will provide an interview protocol sheet to ensure consistency between visits.

A suggestion was made to add parameters about whether vendors are permissible at the schools to the protocol, the need to interview students at the site visits, the need for a pre-visit conference call to discuss protocol and expectations, and adding questions about funding to the interview questions.

**Request for Information/Request for Proposal Timeline Presentation, Louie Konkol**

Louie Konkol presented on the RFI/RFP timeline the Platform, Specifications and Procurement Subcommittee developed for the procurement of a managed service for mobile computing devices. The subcommittee had opted for a two-stage procurement approach:

1. Create a Request for Information (RFI) proposal
2. Use the information gathered to create a Request for Proposal (RFP)

**RFI/RFP Timeline**

- October 10<sup>th</sup> – 11<sup>th</sup> Final review of RFI
- November 1<sup>st</sup> Release RFI
- November 14<sup>th</sup> Questions due
- November 17<sup>th</sup> Responses released
- December 1<sup>st</sup> RFI responses due
- December 12<sup>th</sup> – 13<sup>th</sup> Provide responses to subcommittee and other reviewers
- January Get feedback from reviewers
- February Integrate RFI responses into RFP
- March Review draft RFP
- April 1<sup>st</sup> Release FRP
- July 1<sup>st</sup> Implement Contract

**Results of Mobile Computing Device Survey Presentation, Reed DeMordaunt**

Representative Reed DeMordaunt, Chairman of the One-to-One Governance and Instructional Integration Subcommittee, presented on a survey the subcommittee recently ran about mobile computing devices. The purpose of the survey was to capture a snapshot of education stakeholder perspectives on the capabilities, rollout and training of Idaho’s one-to-one initiative. The survey was administered online through Survey Monkey for approximately one month, and 949 people participated in the survey. The results of the survey can be found online at:

<http://studentscomefirst.org/docs/mobliedevices/One%20to%20One%20Survey%20Summary.pdf>

**Funding Timeline Presentation, Troy Wheeler**

Troy Wheeler presented on the different pots of funding associated with technology in Students Come First. The legislative activity and fiscal timeline tables can be found online at:

<http://studentscomefirst.org/docs/September2011/Legislation%20Activity%20and%20Fiscal%20Timeline%20Revised.pdf>

There being no further business to come before the full task force, the task force took a break at 11:00 am before moving on to subcommittee work.