

001/002
MED-11/2
FYI!
WAB

DALNET Planning Process Committee
November 6, 1995

Present: Bugg, David, Sheble, White

1. Timeline for reviewing consultant's proposals:

The proposals are due Friday, November 10, by 5: 00p.m. to MaryAnne. She will contact the Committee to arrange for pick-up/delivery so we can review them over the weekend. The Committee will meet Monday, November 13, from 9-11 am at WSU to discuss the proposals. A recommendation is due to the Board Chair (Margaret Auer) on November 14.

2. Proposal review process:

The Committee brainstormed criteria by which to evaluate the proposals, including:

- a. availability on proposed dates;
- b. cost;
- c. qualifications for the task, as indicated by the resume, previous clients and jobs, samples of work provided;
- d. the quality of the proposed plan, based on evidence of organization, understanding of the project, clarity of presentation evaluation criteria provided, knowledge of the visioning process.

3. Reference checks:

The Committee decided to check references for only the top candidates. These questions for phone interviews of references were considered:

- a. please briefly describe the project this consultant helped with and comment on his/her effectiveness as a group facilitator.
- b. how well did he/she organize the project and keep it on schedule?
- c. did this project result in a written report? If so, what was the consultant's role in that report and how effective was his/her writing?
- d. Overall, to what extent did the consultant help you achieve your goals for the project? In what way did his/her help make a difference?
- e. Is there anything else you think it would be helpful for us to know?

4. Retreat sites:

December 7th -- both MCC and UDM, Outer Drive are available. January 11th and 17th -- UDM is available. Frank will check on MCC and Indra will check on Meadowbrook Hall for the January dates.

**Notes by, Louise Bugg
November 9, 1995**