

DESIGNER SELECTION BOARD SUB-COMMITTEE TASK FORCE FOR AUTOCENE

AUTOCENE SUB-COMMITTEE TASK FORCE AMENDED MINUTES, TUESDAY MAY 26, 2020 AT 2:00 PM, VIA ZOOM.

SUB-COMMITTEE MEMBERS:

Alan Ricks, AIA	Registered Architect
Elise F. Woodward, AIA	Registered Architect
David A. Chappell, P.E.	Registered Engineer (not present)
Janice M. Bergeron	Public Member

DSB STAFF:

Bill Perkins	DSB Executive Director
Claire G. Hester	DSB Program Coordinator III
Roberto Melendez	DSB Program Coordinator I

OTHERS:

Penny Foussekis	Autocene
Vikram Jalalpuram	Autocene
Janet Nolan	Gale
Laura Woodman	RMF
Justine Kubo	ICON
Andrew Ferentinos	Ferentinos Architect
Tamara Macuch	Habeeb

Vikram and Penny led a discussion in Autocene v2 and solicited comments on each section. Bill Perkins, Roberto Melendez, Claire Hester and others present all made comments on the progress.

Firm Comment Template (DSB/DCAMM Role) – Automation of the *DSB Application Review* paper-trail, which will have an approval state similar to Submit References. This will allow DCAMM to enter comments electronically in a standard format which will be immediately available to audience and intended board members instead of emailing comments.

The application process was reviewed in Autocene and you could see how designers can upload and customize their applications and to how designers would add references themselves. Vikram reviewed the application sections and the way sub-consultant's verifications would work and how PDF's would be easily attached to the files to customize for the Prime and Sub-Consultants. There will be space for 5 references to be included within the last 5 years, chosen to be included or not. The firm will be able to see all their references in the system and identify the ones they want to include in an application. You need to be a user of Autocene in order to submit a reference. If the author of the references is not a user in Autocene, the references would be sent to the DSB Staff to be uploaded into Autocene.

Content Management Submission (DSB Role) - Feeds into the Content Management System. Ability to submit all miscellaneous documents in the database for storage (ex. Approval Letters, Online Applications/Disclosures will be moved to paperless).

We were able to see how the Firm disclosure looked in the Content Management Section. We discussed how far back old project files would be incorporated into Autocene. We didn't vote on this, but we realized that new project files would be going into Autocene, and over a year or two there would probably be enough old files to satisfy the document preservation requirements. Bill showed us a list of requirements for maintaining old minutes and old correspondence. The sub-committee thought that it was not worth spending time to go back and put old material into Autocene at this time and continue to hold old paper files until such time that we do not need it anymore. It was pointed out that some agencies will request to continue and extend an older project and at that time that older project information be uploaded into Autocene. Retention of old files will meet the requirements of the state archives.

Content Management System (DSB Role) - A central repository of all information (Firms, Projects, Applications, PDF documents, etc.) that is fully searchable and viewable.

Generate letters (DSB Staff Role) - Ability to automatically generate letters (Selection, Disqualified, Rejection) on a standard letter format and send out to recipients and other stakeholders.

Printing & Sharing (All Roles) - Printable version feature does not show checkboxes or radio buttons. These elements show as a broken image when trying to print for reporting purposes.

Project Status and Annual Reporting - Ability to create an annual/quarterly report similar to current reports; AMP reporting.

Alan would like to know what happens after something has been awarded and how it gets documented into Autocene so that one can aggregate the data. Vikram will work with Bill and get back to the sub-committee with an answer.

We briefly discussed the desire to have Autocene generate components of an Annual Report summary but did not see a demonstration on how that works yet.

Certrak Electronic Link - Establishes direct connection between Autocene and SDO's Certrak system for daily updates in diversity certifications.

There is a link with Certrak, which is an application that the SDO staff uses to have monthly uploads and trying to get them into Autocene that will show the certification of SDO firms (M/WBE) and will know if the certification is current.

Vikram will communicate with SDO and collect monthly certifications for all the firms that are registered and make sure the certifications are still valid. He will ask for an excel document monthly so that Vikram he can upload every month to make sure they are valid or about to expire.

Next Meeting – The Autocene Sub-Committee will meet in two weeks.

Privacy for DSB Members Contact Information - Claire Hester questioned the Privacy for DSB Members information – Vikram stated that the Board Members contact information will only be viewed by the DSB Staff.

Autocene Minutes - May 12, 2020 Autocene Sub-Committee Minutes – The minutes of the May 12, 2020 Autocene Sub-Committee minutes were approved. Motioned by Elise Woodward, seconded by Janice Bergeron.

Submitted by: *Claire G. Hester*

Motion to approve the Amended Sub-Committee Minutes of May 26, 2020: Elise Woodward
Seconded motion: Janice Bergeron. Motion was approved.