

DESIGNER SELECTION BOARD SUB-COMMITTEE TASK FORCE FOR AUTOCENE

AUTOCENE SUB-COMMITTEE TASK FORCE MINUTES, TUESDAY MAY 5, 2020 AT 2:00 PM, VIA ZOOM.

Motion to approve the Minutes of the May 5, 2020 Autocene Sub-Committee by David Chappell, seconded by Janice Bergeron.

SUB-COMMITTEE MEMBERS:

Alan Ricks, AIA,	Registered Architect
Elise F. Woodward, AIA	Registered Architect
David A. Chappell, P.E.	Registered Engineer
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:

John Nunnari	AIA
Penny Foussekis	Autocene
Vikram Jalalpuram	Autocene
Simone Early	DHCD

Vikram and Penny led a discussion of the current thinking in Autocene v2 and solicited comments on each section. Bill Perkins, Roberto Melendez, Claire Hester and others present all made comments on the progress and suggestions for changes. There are some items that the subcommittee wants to discuss with the full board.

In regards to specific sections, attached is a general description of the features discussed and comments made if any.

Submit Voting – Remove the use of paper ballot and record the tally of votes electronically to store for public record

Autocene has set up a new “role” for *DSB Board Member* that will allow Board votes to be taken electronically and provide access to other features.

The Chair will call for a vote and all members will have a screen to be completed within the system. It is planned to be able to vote for up to 50 firms but this can be increased if needed. DSB Staff can see votes coming into Autocene, but members only see their own vote until the process has been completed.

DSB Staff will be sent notification by email (or within system) when the electronic voting is complete. Claire will then conduct a roll call of each member to verify their vote publicly and will click a button that it has been verified and at that point the vote will be available in Autocene. Vikram will work on a reporting function for a public request for voting results. Autocene can set up system for weighted or non-weighted votes at the board’s option.

Simone Early of DHCD suggested that DSB staff should have the ability to mark someone as absent, and also to vote for someone in the event that someone needs to do a write in vote, if the internet is down at the meeting or for whatever reason, and staff needs to put it in later.

Regarding a potential tie vote or votes, John Nunnari recommended making it clear to the public what the procedures are ahead of time before re-voting. We spoke about keeping the clear winners, having a discussion on why each member voted the way they did, and then having a runoff between the remaining candidates. Autocene can set this up when the board decides.

Submit References – Update to the mechanism for all Commonwealth public agencies and other firms to provide firm references

We discussed the importance of references to the process as only prime firms get statutorily mandated evaluations, and even those are not always provided in a timely manner or at all.

As currently designed, once references have been added for a particular firm, Autocene will notify the subject firm that references have been added to the system and the firm will have the ability to comment on the record. References will be able to be submitted by any user whether they be a prime firm evaluating their subconsultants or an agency evaluating either.

What is the most appropriate way that these references (and evaluations) are added to the application that the DSB sees? As designed, DSB staff will add the references and evaluations that they feel is most appropriate to the type of project being considered. More than one member suggested that the firms themselves choose which evals and refs to add, taking DSB staff out of that role. While that would be much easier, Bill Perkins suggested that rather than choosing the evaluation/reference most *appropriate*, a prime firm might choose those that offered the highest *ranking*. Work still to be done on this to advise Autocene.

Another discussion surrounded how long the references and evaluations would be in the system. Five years was suggested for references and longer for evaluations. They could be in the system indefinitely but the DSB could advise how long they wanted to look back.

Reporting Export to Excel – Ability to export Firm Experience (from the R&D) into an excel file

Allows filtering of firm data and then exporting in Excel formats

Privacy Functionality – Allow firms to hide/share their info on registration, evaluations, references and applications to other firms

Some firms want to use their firm profile as an advertisement of their capabilities, others are afraid of leaving themselves open to competitor solicitation of their staff and clients. Information can be hidden from other firms but not from agencies. One member suggested

letting each agency develop its own protocol on how much a particular staff person can view. This is not a current function, so we need to think about it further.

Autocene has developed a new function that lets each firm specify *hide* or *share*: References, Evaluations, Applications, Registration/Disclosure. In the event that it is hidden, another firm should still be able to see basic demographic information about the firm: Autocene is going to add this.

As currently set up, in the event that a firm chooses to share an application with other firms, a user would still need to reach out to DSB staff for a copy of the document as it provides the information for a lot of other firms. Autocene makes that process easy with an attached button that sends the request to DSB.

The Board should discuss whether or not to set *hide* as a default or *share* as a default. Bill Perkins suggested that *share* be the default to encourage teams to work together. It was mentioned that one large firm suggested that *hide* be the default.

Firm and Project Reports – Rev. Public Notice Submission is viewable to Designers: after the deadline has passed and after DSB action taken

This functionality or events submitted applications from being viewed until DSB has taken action.

Firm and Project Reports Application Template (within the R&D) – Ability to hide ownership percentages from all users except for DSB Staff/Ability to edit ownership details

This is an expanded version of our hide/share functionality. Some members asked if Autocene can allow a finer tuning of the individual references and information shared.

Enhanced SDO Categories (SDO, Diverse Firms) – Included additional diversity categories including DBE, DOBE, LGBTBE, PBE, SBPP as per Supplier Diversity Office

This discussion surrounded DSB's work with SDO to make sure that firms are properly set up from the start, understanding that while only MBE and WBE are of interest to DCAMM, that may change in the future and other agencies may have interest in these other specialties.

Public Notice Search (Navigation #3) and R&D – Simplify email notifications to DSB when firms submit and update their R&D information

Brief discussion surrounding the notification function.

Submit a New Public Notice (for DSB/DCAMM) – Ability for DCAMM to circulate a Public Notice and send it to the DSB Staff for final check and submission

Functionality to submit the Public Notice to the Central Register and newspaper applicable to the project location. This will require approval steps by the agency head. DSB staff is working with the Secretary of State IT department to facilitate the submission to the Central Register.

DSB Application Submissions Predated – Ability for DSB Staff to upload applications from firms on DSB projects completed in the past Similar to the submission of six years of past public notices, we need the ability to submit selected and ranked firms into the system according to Records Retention Bureau requirements.

Limiting PDF Generation After Final Version – Ability to lock the feature of generating no more pdf's, once an application has been approved by the board

As currently planned, once a firm submits an application, DSB Staff will select certain references and evaluations to be included with the application version that is sent to the board members. Some questions were raised: How will the staff decide which ones to select?

What is the maximum number of years for references/evaluations? Expiration date to keep in the system?

Instead of DSB staff, can the firm add their own references into the system? This requires further discussion.

Admin Tools – Clean up Admin tools, limiting to DSB only functions, the rest will be moved to Content Management system

This work is mostly related to internal DSB Staff tools and the moving of some functions to the broader user base.

Submit Evaluations (non DSB projects) – Improvements for public agencies to Submit Evaluations for non DSB projects and move to its own template

This is statutorily required but we have never had a good platform to accept them. Similar to DCAMM evaluation system but it requires agencies to put in a summary of project while in DCAMM evaluations the project is already present.

Submit Public Notices for non DSB projects (for other agencies) – Ability for other public agencies to publish projects (non DSB) of their own with an external link

Until all agencies use all functionalities including the new application system, they will be able to post projects on the system.

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