

## DESIGNER SELECTION BOARD SUB-COMMITTEE TASK FORCE FOR AUTOCENE

**AUTOCENE SUB-COMMITTEE TASK FORCE MINUTES, TUESDAY SEPTEMBER 29, 2020 AT 1:00 PM, VIA ZOOM.**

### **SUB-COMMITTEE MEMBERS:**

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

Vikram Jalalpuram	Autocene
Abbie Goodman	The Engineering Center
Pamela Perini	Pamela Perini

Discussions led by Bill and Vikram:

**System Naming/Appearance/Uses:** quick walkthrough for board members present. Need to schedule board member training, probably in December.

**Autocene filtering of firm data review:** we can sort by diversity, location, other factors but would like to add “*Services Offered*” – This will be discussed by the full Board.

**Establishment of Subconsultant Categories:** DCAMM developed list? ACEC list? SDO? Commbuys? 289 vs 53? At a minimum, apparent repetition need work. The federal list is incomplete; we should use the DCAMM list and add as needed. This will be discussed by the full Board.

**Inclusion of certifications:** like licensing, certifications apply to individuals and not the firms. This will be discussed by the full Board.

**Autocene report:** Include a summary of credentials and licensing. How would we include in search fields? This will be discussed by the full Board.

**Application Review Form in Autocene:** Fully implemented currently with Vikram making some coding changes. We had a training with DCAMM last week. We can see how it looks next week and make changes if warranted. This will be discussed by the full Board.

**Team Lead Issue around licensing:** This was done for the purpose of the application. Fundamentally we do need the name and license number of the person required for the discipline requested. Team Lead needs to be defined to eliminate confusion. Team Lead should mean the responsible professional not the contact person within the firm. This will be discussed by the full Board.

### **Evaluation Factors Standardization – still outstanding from DCAMM**

**Major Items still to Complete:** To be discussed by the full Board

- Public Notice Procedures
- SDO Link
- Document Repository
- Reporting
- DSB Training
- Transition out of Boardvantage

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

Submitted by: *Claire G. Hester*

**Motion to approve the Autocene Sub-Committee Minutes of September 29, 2020:**  
**Seconded motion:**