

Evaluation Committee Meeting Agenda
Corrette Library, Carroll College
Conference Room A

Tuesday, May 15, 2007

- 9:00 a.m. Committee convenes to discuss RFP process and scoring strategy to follow (consensus, total points, average score)
- 10:00 a.m. Thomson Gale Demo
- 11:00 a.m. Thomson Gale Q&A
- 11:30 a.m. - Break/ Committee discussion / working lunch*
- 2:00 p.m. EBSCO Industries, Inc. Demo
- 3:00 p.m. EBSCO Industries, Inc. Q&A
- 3:30 p.m. Committee discussion
- 6:00 p.m. Dinner**

Wednesday, May 16, 2007

- 8:15 a.m. Committee reconvenes, continues RFP discussion
- 9:00 a.m. ProQuest CSA Demo
- 10:00 a.m. ProQuest CSA Q&A
- 10:30 a.m. Break
- 10:45 a.m. Committee discussion
- 12:00 noon Lunch Break***
- 12:45 p.m. Final Committee deliberations

Thursday, May 17, 2007

- 8:15 a.m. Continuance of Final Committee deliberations as needed

* Lunch will be brought from Gourmet to Go – orders will be taken Tuesday morning. Lunch is prepaid – anything over \$6 you will be responsible for paying. Please give the amount over \$6 to Bob Cooper.

- ** Lunch will be brought from MacKenzie River – orders will be taken Tuesday morning. Lunch is prepaid – anything over \$6 you will be responsible for paying. Please give the amount over \$6 to Bob Cooper.
- *** Dinner will be at Brewhouse – walk to Brewhouse from Carroll College

Meals will be reimbursed at the state rate of:

Breakfast	\$5.00
Lunch	\$6.00
Dinner	\$12.00

Please note: You will receive a travel reimbursement form at the meeting. This report allows you to include meals and other travel expenses (meals, mileage, and hotel) for reimbursement. Please remember we will need original receipts for hotels – receipts for gas and meals are not necessary.