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Subject: New Task Force for Evaluation of "Forms Generation Software"
Date: Wednesday, May 03, 2017 2:25:21 PM

In our district-wide Technology Coordinating Committee (TCC) meeting, we identified an initiative to review and select a "Forms Generation Software" that includes forms generation capabilities, workflow, and online approval that would replace manual forms or PDF forms used today. This initiative was identified as a high priority in the Colleges' Education Master Plan to automate our processes using technology tools.

Please review the preliminary description of the features desired at the following link:

http://www.clpccd.org/ipbm/documents/Forms_GenerationSW_TCC_Signed_by_Chancellor061015.pdf

. This draft specification for features needed will be expanded on as needed during the software evaluation process.

The College Technology Committees at Chabot and LPC as well as the district Technology Committee suggested names of staff from the colleges and district, with equal representation from all the locations, who would be good candidates to serve on the task force to review available vendor products for the best fit for CLPCCD. You are receiving this email because you are one of the people mentioned. The task force meetings will be via Webinar initially to define the requirements needed, to find out what other California Community Colleges are using, and to select the possible vendors that we want to do demonstrations for us of their product. We will be following a similar process that the TCC utilized in evaluating Web Content Management Systems that resulted in the selection of OmniUpdate, which the webmasters are using for their web development. Once potential vendor products are identified, the task force will request that the vendors provide a "sandbox" of the system, so that other college and district staff can provide feedback on the potential software products.

Our first introduction meeting will be scheduled within the next couple of weeks via CCCConfer. Please respond to this email if you are interested in serving on the task force and if so, indicate which meeting times you would be available for our first meeting.

May 11 - 1:00

May 12 - 10:30 or 1:00 or 2:00

May 16 - 9:00 or 10:00 or 11:00 or 1:00 or 2:00

May 18 - 9:00 or 10:00 or 11:00 or 1:00

Thanks for your support on this project.