

Advisory Neighborhood Commission (ANC) 6A Community Outreach Committee (COC)
December 1, 2014 Minutes
Maury Elementary School (ES), 1250 Constitution Avenue NE

Meeting called to order at 7:05 pm.

Committee members present: Elizabeth Nelson (Chair), Jean Kohanek, Pat Joseph, Shirley Worthy, Louis Barbash, Maurice Cook (quorum)
Committee members absent: Roni Hollmon, Gladys Mack
Commissioners present: Nick Alberti
Community members present: Joyce West, Hannah Lewis, Dana Wyckoff, Matt Levy

I. Agenda
Adopted.

II. Responses to the Request for Proposals (RFP) for website conversion

1. Chairwoman Elizabeth Nelson opened the discussion with the following observations:
 - a. There was only one response to the RFP, from Max Kukoy.
 - b. Ms. Nelson is familiar with Mr. Kukoy's work because she maintains a website that he redesigned and converted to Wordpress. He did an excellent job and the cost was lower than the other proposals for that job. His rates are comparable to those of others who do this type of work but he is very efficient and gets more done in an hour than someone else might. Also, his support after the conversion was excellent. He took responsibility for delivering a quality product and was happy to make corrections even to things that were noticed long after the project was finished. He continues to make minor changes, when needed, at a very reasonable price and on very short notice. He has offered a good deal of free advice and is a pleasure to deal with.
 - c. Given the number of files the ANC needs to transfer and re-link, the price Mr. Kukoy quotes is a fair one and it is unlikely that someone could do a quality job for less. If someone proposed to do it for a much lower cost, Ms. Nelson would be concerned that the bid was unrealistic and that we might be disappointed in the end result. She is confident that we would be happy with his work if the Commissioners decide to engage him.
 - d. Although Ms. Nelson was not entirely comfortable with having only one bid, it is important to move forward with the conversion. She has been maintaining the website for almost twelve (12) years and it has become burdensome to do it without backup. The current structure of the website makes it nearly impossible to share responsibility. She is prepared to assist in the conversion and testing and to maintain the current website while that is being done but only if she is comfortable with the conversion plan, including the time-line. She is also willing to continue to serve as alternate webmaster after the conversion and provide guidance, but only if a suitable primary webmaster is identified. If the Commissioners accept a bid at the December 2014 ANC meeting, it will still be at least the end of February 2015 before the conversion can be completed.
2. Committee member Jean Kohanek said that Mr. Kukoy submitted a good proposal and that it was very inexpensive. She has worked in Federal contracting and would be comfortable recommending acceptance of the bid. She agreed that it was necessary to move forward and did not want to delay hiring someone to do the work. She is also familiar with Mr. Kukoy's work. She said she understood how there might be a feeling that more bids are needed but time is of the essence. She also liked the approach to the conversion that Mr. Kukoy outlined in his proposal.

3. Committee member Pat Joseph said she would prefer to have another bid before making a decision but that she would be prepared to go forward with Mr. Kukoy's bid.
4. Committee member Shirley Worthy said the process would appear to be fairer if there were more bids.
5. Committee member Louis Barbash asked how many people were contacted. Ms. Nelson contacted one. Ms. Kohanek contacted two. Commissioner Jay Williams solicited one or two. Commissioner-elect Levy contacted one. There could be others, but at least five contractors were approached. Mr. Barbash also asked if there were lots of people who could do the work. Ms. Kohanek replied that there are lots of people who could do it, including large companies, but it would be much more expensive. She said in Federal contracting, the rule was to send to three and if only one bid came back, that was okay.
6. Committee member Maurice Cook said that he thought there were two issues: 1) the timeline - when the work must be done; and 2) whether the opportunity to apply was made available. He said that if there was to be a more involved effort to get more applications, it would take significant planning and that would conflict with the need to get it done in a timely fashion.
7. Ms. Nelson said that it was difficult to find qualified people who would want to do the work at a price the ANC can afford. In her past experience with soliciting proposals for another website, several people contacted everyone they could think of over an extended time and still only received two bids, one of which was unaffordable.
8. Commissioner Alberti said that it would take a great deal of effort to generate qualified proposals, which would delay the conversion to an unacceptable degree. Ms. Kohanek asked if there was any regulation barring the ANC from accepting the bid. Mr. Alberti said that there was nothing in the regulations or the by-laws that would prohibit the commissioners from accepting the bid. He added that as we have a qualified applicant and a fair price there is no reason not to go with it.
9. Commissioner-elect Levy said that the proposal is a good one and the price reasonable. He would be comfortable accepting the bid because Mr. Kukoy is known to be qualified and to do a good job. But he would be in favor of putting it on the official listserv to ensure that the ANC 6A community had been notified that of the opportunity. If no more suitable bids come in within a very short time, then he would want to accept Mr. Kukoy's bid.
10. Ms. Dana Wyckoff said that it is exhausting to maintain a website and that she agreed that it was important to be able to have the ability to share the work (as will be the case after conversion). She said that there might be freelance people willing to do maintenance on the website.
11. **Motion** (by Nelson, seconded by Cook): That Ms. Nelson will send to the ANC6A-announce listserv the RFP with an updated deadline of December 5; that Ms. Kohanek and Ms. Nelson (who have experience with web development work) will determine which, if any, of the responses meet the qualifications; if no additional qualified proposals are received, the recommendation shall be that ANC 6A accept Mr. Kukoy's bid. If other qualified proposals are received, Ms. Kohanek and Ms. Nelson will evaluate them and submit their recommendation, on behalf of the Committee, to the Commissioners. Motion carried 6-0.
12. Ms. Nelson will submit the recommendation above for the agenda, which is due to be published on December 4, 2014. Mr. Kukoy's proposal and the minutes will be submitted for the agenda package. Other qualified proposals, if any, will be forwarded for inclusion in the agenda package. They will also be sent directly to the Commissioners for their review prior to the December 2014 ANC meeting.

III. There was some discussion of ongoing maintenance of the website:

1. Ms. Nelson has been doing all web development/maintenance of the site as a volunteer service. She was asked if she had made the Commissioners and Commissioners-elect aware that a replacement for her services was needed. She notified all by email but has not heard that efforts are being made to find someone. She will follow up. She also offered to do a “freshman orientation” but has not been contacted about scheduling same.
2. Ms. Nelson observed that new procedures will likely be needed for the new webmaster. For example, files are currently received for posting that don’t follow an appropriate naming convention and/or are not in the correct format, and the text for the hyper-links is not generally provided. The calendar and other items must be kept up-to-date; she does this without being specifically notified that it needs to be done. Anyone taking over this responsibility will need to be familiar with the operations of the ANC or an intermediary will need to be found who can oversee the process.
3. Ms. Kohanek pointed out that, once the site is converted to Wordpress, it will be easier to share the responsibility and that the work can be done by a less-highly-trained person. Ms. Nelson cautioned that while it is easier to share responsibility, it is not a good idea to have too many people making updates as it can lead to damage of the site in ways that make it difficult to fix. Files can also be lost.
4. Ms. Kohanek suggested that it would be efficient and potentially cost-effective to have the person doing the agenda package take on this work and that it could possibly be done “on retainer” for a manageable fixed sum per month. Ms. Nelson agreed saying that the person in that position does become very familiar with the workings of the ANC. All the documents and other business pass through her hands. Ms. Nelson does not know if the person currently doing the work would want to take this on but she will look into it.

IV. Adjourn

The Committee adjourned at 7:54 pm.