

MEETING DATE: September 23, 2016

TIME: 5:00 pm

If Applicable please fill in Executive Session **START TIME:**

END TIME:

Re-open to Public? If yes

state approx time:

SUBJECT of Executive Session: _____

Information Technology Committee

NAME of BOARD/COMMITTEE

Butterick Municipal Building, One Park Street, Sterling, MA

205

LOCATION

ROOM

RECEIVED

Town Clerk Office
Usage Only

SEP 20 2016

TOWN OF STERLING
TOWN CLERK

Name: Amrith Kumar

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

AGENDA

5:00pm: Call Meeting to order. Roll Call

1. Identifying an individual or alternate service provider to provide IT services to the Town
 - a. Review all proposals that have been received from interested vendors'
 - b. Review other vendors who may not have provided proposals
 - c. Discuss procurement law framework that relates to this procurement
 - d. Review and agree upon assessment criteria
 - e. Score and evaluate the proposals from vendors
 - f. Provide an assessment of each vendor and arrive at a short list
 - g. Discuss and propose a recommendation to the Board of Selectmen
2. Regular business, and correspondence
 - Review new information received,
 - Review information from department heads,
 - Review and approve meeting minutes,
 - Schedule future meeting(s),
 - Updates from committee members,
 - Review Town of Sterling technology vision,
 - etc.,
3. Public Session
4. Adjourn

SEP20 16 8:56AM

Note: all times are approximate and subject to change.