

**Online Education Initiative (OEI)
Common Course Management System (CCMS)
Role and Responsibilities of the CCMS Selection Process**

The **CCMS Committee** comprised of members of the CCMS Workgroup of the OEI Steering Committee and representatives of the Consortium Pilot Teaching Colleges as well as OEI Project Staff.

CCMS Committee	
CCMS Workgroup of the OEI Steering Committee (up to 14 members, Joe Perret, Chair)	8 Full Launch Pilot Colleges (up to 32 members) <ul style="list-style-type: none"> • 2-3 Faculty from each college • 1 Distance Ed Coordinator from each college
OEI Project Staff (up to 6 members)	

The **CCMS RFP Workgroup** is a sub-group of the CCMS Committee comprised of up to 14 members of the OEI Steering Committee and 1 representative of the Pilot Teaching Colleges as well as OEI Project Staff.

CCMS RFP Workgroup	
OEI Steering Committee (up to 14 members)	Pilot Teaching Colleges (up to 8 members) 1 Representative from each College
OEI Project Staff	

Developing the RFP and Recommending a CCMS

1. **RFI Review** (July 28 – August 22)
What: The submitted RFIs will be reviewed to identify and rank functional and technical requirements and other components to include in the RFP.
Who: CCMS RFP Workgroup (with results shared with CCMS Committee)

2. **Leaders Discussions** (September 8-17)
What: Web-based meetings with a group of leaders in the field of online learning to inform the RFP process through conversations to understand future developments of CMSs.
Who: CCMS Committee will be the participants and the audience of the conversation.

3. **RFP Development** (July 28-September 15, Release RFP September 22 (tentative), Due Date October 31 (tentative)
What: The RFP will be developed through the combined effort and reviews of the CCMS RFP Workgroup and the CCMS Committee including developing the necessary requirements as well as providing weighted measures to RFP elements.
Who: CCMS RFP Work Group will work on the requirements and present them to the CCMS Committee who will refine specific areas of the RFP requirements.

4. **RFP Responses Review and Scoring** (November 10-13 (tentative)
What: The RFP Responses will be scored using a rubric developed to provide consistency among the responses.
Who: CCMS Committee

5. CCMS Selection Short List of Vendors Announced (November 14 (tentative))

What: A short list consisting of 3-4 vendors will be identified through the Review and Scoring process.

Who: CCMS Committee

6. CCMS Onsite Demonstrations and Interviews (November 20-21 (tentative))

What: The 3-4 vendors identified will present product demonstrations and be interviewed about their products.

Who: CCMS Committee

7. CCMS Final Recommendations (December 1 (tentative))

What: A vote will be made on a final recommendation for a selected CCMS.

Who: CCMS Committee (The final recommendation will be submitted to the OEI Project Staff for final approval and contract negotiations. The OEI Steering Committee will review the process for final recommendation.)