



**AIS Committee Meeting Minutes  
January 31, 2018**

ATTENDEES

Region	Name	Present	Region	Name	Present
NAFDPIR	*Tod Robertson - Seminole	✓	Southwest/Southeast	*Anna Sterner - Muscogee (Creek)	✓
Midwest/Northeast	*Kris Schwiderson - Bay Mills	✓	Western	*Greg Nothstine - ANTHC	✓
Midwest/Northeast	*Joe Van Alstine - LTBB	✓	Western	*AC Sanchez - Coeur d'Alene	✓
Mountain Plains	Keith Brown for *Brook Black - Spirit Lake	✓	FNS	*Linda Munday	✓
Mountain Plains	*Connie Thompson - Crow Creek	✓	FNS	*Dennis Sullivan	
Southwest/Southeast	*Elliott Sarracino - Acoma	✓	FNS	*Mike Baker	✓
Southwest/Southeast	*Sam Spang - Sac and Fox	✓			

\* Committee Members

- I. Welcome
- II. General Updates

Mike Baker in the FNS Food Distribution Division, Technology Branch, will join the Committee.

- III. Acquisition Update

An update was provided regarding the acquisition of the software platform for the new system.

The FNS software platform assessment and procurement tasks are canceled. GSA FEDSIM attorneys expressed new concerns about continuing with the current Software as a Service (SaaS) procurement approach due to potential protest risks.

- GSA provided contracting options to mitigate the procurement risk.
- FNS selected the option to assign the platform assessment and procurement to the WBSCM system integrator (CACI)
- FNS will deliver market research and Request for Information (RFI) materials to CACI for product assessment
- FNS will participate in requirements determination sessions with CACI to assist in Request for Proposal (RFP) scope development

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- CACI will follow their federally approved procurement processes to solicit proposals and acquire the software platform licenses

The target completion for the platform acquisition and system integrator is currently May 2018. The project is included in the WBSCM contract scope. CACI will manage the AIS replacement project as the system integrator. There will be no need to perform an additional acquisition for system integrator support.

The estimated duration for replacement solution development and deployment is 20 to 24 months after contracts are in place. The migration to the new platform is targeted for August 2019 – May 2020.

Concern was brought up about the current timeline as the replacement of AIS has been a high priority since 2015. AIS is expected to be a topic for discussion at the Tribal Leaders Meeting in February. It was asked whether Dennis Sullivan, Chief, FNS Food Distribution Division, Technology Branch, would be in attendance at the Tribal Leaders Meeting to discuss AIS. Laura Castro, Director, FNS Food Distribution Division, will be in attendance to discuss this topic.

#### IV. Site Survey Discussion

FNS has developed a questionnaire to be conducted for each FDPIR program to obtain information about the usage of AIS and other technology applications, the availability of broadband internet and cellular service, and the distribution methods used in program operations. The Committee will collect this information which will be used to gather and refine requirements and determine a migration plan for the AIS replacement system.

#### V. Product Release Plan Discussion

As previously discussed, AIS will be developed in a series of phases. In collaboration with the Committee, FNS will be establishing a phased release development plan. It was decided that the phases will relate to the various distribution methods. The current release plan is provided below.

- Phase 1 – Manual Issuance (Pick and Pack)
- Phase 2 – Store Concept
- Phase 3 – Multi-Warehouse
- Phase 4 – Tailgates

The scope and features included in each phase will be further defined with the Committee.



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VI. Open Forum Discussion

A future enhancement was discussed: an AIS app where clients can complete an application, place their food order, close out their case, etc.



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**ACTION ITEMS**

<b>Action Item</b>	<b>Person Responsible</b>	<b>Due Date</b>
Site Survey	The following Committee members volunteered to collect the site survey information for the sites in their region. <ul style="list-style-type: none"><li>• Joe Van Alstine (Midwest/Northeast)</li><li>• Greg Nothstine (Western)</li><li>• Connie Thompson (Mountain Plains)</li><li>• Sam Spang (Southwest/Southeast)</li></ul>	Target: April 1, 2018

**NEXT MEETING**

<b>Date</b>	<b>Time</b>
<b>To be scheduled for a date in April 2018 unless we need to schedule a meeting sooner</b>	3:30 PM Eastern Standard Time 2:30 PM Central Standard Time 1:30 PM Mountain Standard Time 12:30 PM Pacific Standard Time 11:30 AM Alaska Standard Time