

# IT Matters 2 Discussion Questions

The questions below will be used to guide discussion in the IT Matters peer learning session in support of ACF's work to improve accessibility and quality of child care for families and improving and simplifying administrative processes for child care providers. The peer learning session will last one hour. The information collected will be used to better understand the current condition of data and IT systems, develop appropriate training and technical assistance (T/TA) to improve data and IT systems, and receive feedback on the T/TA provided by DISCC to improve those data and IT systems. OCC/DISCC will summarize information discussed in a short report for internal use only. Participation in the discussion is not required, and attendees may participate in all, or portions, of the peer learning session.

- Q1 Which key area is of most interest to you?
- Policy support for procuring IT goals and plans
  - Planning a successful procurement effort
  - Gaining expertise on putting together a procurement package
  - Developing techniques for managing vendors
  - Obtaining procurement resources
  - Other
- Q2 What are some successes you have had with IT procurement?
- Q3 What strategies are helpful regarding communication between the procurement, IT, and Child Care/CCDF staff?
- Q4 What types of needs assessments might you have completed that were helpful?
- Q5 How might you assemble a successful RFP or RFI team?
- Q6 What tools or strategies might you use to monitor IT vendor performance (e.g., cost, adherence to project schedule, and other outcomes)?

PAPERWORK REDUCTION ACT OF 1995 (Public Law 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to inform ACF of the types of training and technical assistance (T/TA) needed by Lead Agencies to improve data and IT systems, including associated Lead Agency guidance and processes. Public reporting burden for this collection of information is estimated to average 1 hour for attendees, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0531 and the expiration date is 9/30/2025. If you have any comments on this collection of information, please contact Donna Seymour, 202-763-4000, donna.seymour@acf.hhs.gov.