Addendum 1

RFP for Share Point Services

Contract Number 18-09-06-11

Questions and Answers

The work/ clarification/ answers listed in this addenda shall be considered part of the Bid/ RFP document for the referenced project/ product/ services, etc.

Below are questions and answers regarding subject RFP. All questions are written in black color font and the answers are provided in red color font.

1. **Question:** Whether companies from Outside USA can apply for this? (like,from India or Canada) Answer: Yes

2. **Question:** Whether we need to come over there for meetings? Answer: Meetings can be onsite or remote.

3. **Question:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada) Answer: Yes

4. **Question:** Can we submit the proposals via email? Answer: No

5. **Question:** Have you ever used the Department of Technology & Information's master services agreement (INFORMATION TECHNOLOGY PROJECT STAFFING Contract No. DTI16630-ITSTFFSVCS) to acquire technical resources? Answer: No

6. **Question:** What is the estimated/available budget for the work outlined in this RFP? Answer: No specified budget information is available for this purpose.

7. **Question:** What is the primary place of performance (Onsite/Remote)? Answer: No preference.

8. **Question:** Can you please share the incumbent information? Answer: As stated in the

9. **Question:** The cost of software solutions can vary widely depending on budget. Our firm has delivered successful projects across various budget ranges. To help us best meet the goals of your solicitation, can you please approximate a budget range for this project? For example, is the anticipated budget range:
   a. Less than $75,000
   b. $75,000 – $100,000
   c. $100,000 – $150,000
   d. $150,000 – $250,000
   e. $250,000+

   Answer: At this point, no budget amount is being specified for this purpose. All submissions will be considered and contract will be awarded as per the evaluation criteria specified in the RFP.

10. **Question:** We are a Microsoft SharePoint Deployment and Planning Services (SDPS) Provider; in that regard do you have any Microsoft Software Assurance vouchers that might be applied to the budget? Answer: No

11. **Question:** Remote project delivery typically enables us to reduce project duration and costs. Most of the projects we do could be delivered completely remotely however, we sometimes find it useful to be onsite during discovery meetings, trainings, etc. Considering the potential effect on project duration and cost, on a scale from 1 to 5 where 1 represents "100% onsite project delivery" and 5 represents "100% remote project delivery", what are your requirements for how much time the selected vendor is onsite at your location? Answer: There is no preference to the delivery of the project. It is up to the vendor to propose project delivery options.

12. **Question:** What, if any, specific qualifications are you looking for in an implementation partner? For example, we have multiple Microsoft Gold and Silver Competencies, Certified Masters, etc.; will the proposal scoring take our credentials into account? Answer: No specific qualifications are required. See RFP for evaluation critera.

13. **Question:** Regarding the requirement on Page 35 of Appendix A, Section entitled "Primary Objective of the SharePoint Implementation", Item C stated as "Streamline

processes through workflows":
   a. Can we assume that the workflows are very simple in nature?
   b. How many workflows are required?
   c. If you have them, can you please provide flow diagrams for each workflow to be developed as part of the initial scope of work?
   d. How many forms are required and what are they?
   e. What is the average number of fields per form?
   f. Please provide sufficient information to scope/estimate the effort for this requirement.

Answer: No specific workflows have been identified. To be determined as part of the discovery phase of the project.

14. **Question:** Regarding the requirement on Page 35 of Appendix A, Section entitled "Primary Objective of the SharePoint Implementation", Item D stated as "Replace shared file folders":
   a. Approximately how many documents need to be migrated?
   b. What is the total size in GB/TB of the content to be migrated?

Answer: To be determined during the discovery phase of the project.

15. **Question:** How many stakeholders will need to be consulted for detailed requirements related to the implementation of the intranet (e.g. page layouts, what web parts go on pages, etc.)? Answer: approx. 5 -10.

16. **Question:** How many distinct Departments/Business Units will use the intranet (i.e. how many entities within the organization require their own individual collaboration and publishing portal)? Answer: The intranet will be available to all colleges and departments however, not all may use when the solution is initially launched. There are over 25 departments.

17. **Question:** How many webpages is the chosen vendor expected to develop for the intranet (e.g. a landing page for each department)? Answer: It is anticipated that templates will be developed that will enable staff to deploy new department sites as needed.

18. **Question:** For typical SharePoint tasks such creating Pages, Lists, List Views, etc., is it acceptable to provide a train the trainer/power user approach to help reduce cost and enable the organization to be self-sufficient? Answer: Yes

19. **Question:** Regarding your vision for training, please rank the following:
   a) On a scale from 1 to 5 where 1 represents an onsite comprehensive instructor-led training solution with labs and workbooks (i.e. highest cost) and 5 represents basic, solution-specific training that is delivered remotely (i.e. lowest cost), what represents your vision of training for the following audiences? Answer: 2

Audience	Score	# of Students
Administrators	2	5
Power Users/Content Owners	3	20
End Users	5	*

*this training may be conducted by staff

   b) **Question:** If onsite training is desired, how many students can your training room accommodate? Answer: 12

20. **Question:** What is your vision for post implementation support in terms of anticipated number of hours per month and for how many months? Answer: Support will be on an as-needed basis post implementation.

21. **Question:** On a scale from 1 to 5 where 1 represents a local vendor within 50 miles of your operation and 5 represents a vendor in another state, what is your preference for this engagement? In other words, please rate your preference for a local vendor. Answer: There are no preferences for location of vendor.

22. **Question:** As an environmentally-friendly / Green company, we strive to reduce our consumption of paper; to that end, can respondents submit proposals electronically via email in lieu of hardcopy proposals? Answer: No

23. **Question:** How many file shares are targeted for migration? Answer: To be determined during the discovery phase of the project.

24. **Question:** How much total file share data is there to Migrate? Answer: To be determined during the discovery phase of the project.

25. **Question:** Are students included in the Intranet planning? Answer: No
    a. **Question:** If so, how many students are expected? Answer: N/A
    b. **Question:** What licensing will students have? Answer: N/A

26. **Question:** Are there any data sources internally that you may have the need to surface in SharePoint? Answer: To be determined during the discovery phase of the project.

27. **Question:** Do you have other existing applications such as a Helpdesk that may need to be linked to from the SharePoint Intranet? Any defined forms and workflows you would like as a part of this initial project? Answer: To be determined during the discovery phase of the project.

28. **Question:** Is OneDrive for Business planned as a part of this project? Answer: OneDrive for Business is to be used if appropriate.

29. **Question:** Do you see a need to have any sort of branding applied to the Intranet and sites? Answer: The intranet should follow the University Branding Guidelines (will be provided).