

SharePoint Planning and Deployment Services RFP

Vendor questions as of March 29, 2013

- 1) What level of user training is required? On-site? CBT? Both? Answer: The training should cover only the items that are part of the deployment scope; training in SharePoint administration is not required. The City will consider on-site, CBT, or a combination of both.
- 2) Is the vendor expected to create the User Acceptance Testing plan? Answer: The testing plan will be a City responsibility.
- 3) How much information is expected in the system administration documentation? Answer: The documentation should cover administration/configuration items related to the deployed functionality.
- 4) How much information is expected in the User Guide for SharePoint? Answer: The user guide should cover only the deployed functionality from an end-user perspective.
- 5) Will My Sites be implemented as part of this effort? Answer: The need for this will be determined as part of requirements gathering.
- 6) Will Social capabilities be required as part of this effort? Answer: The City is interested in various social capabilities identified in the RFP such as those included as part of Communities, but we would like to determine specific deployed functionality during requirements gathering.
- 7) Will the new SharePoint Server 2013 installation be on physical or virtual servers? Answer: Virtual.
- 8) Are there development and QA farms? Will the vendor be required to build these? Answer: There will be a development environment and possibly a staging/training environment. Installation and configuration of SharePoint will be a collaboration with City staff and the selected vendor with the goal of knowledge transfer to the City.
- 9) Are 3rd party tools included in this design & implementation? Answer: No, not for this effort.
- 10) Is there an existing taxonomy? Answer: a taxonomy does not exist for the enterprise or any departments.
- 11) Have any development and design prototypes already been deployed and tested? Answer: No.
- 12) Is there an expectation to integrate with external systems? Answer: No.
- 13) Are there multi-lingual requirements? What are they? Answer: None.

- 14) Can the implementation work be done remotely? Answer: The City is anticipating a combination of on-site and remote work.
- 15) What is the expectation for mobile device access? Answer: None for this phase of work.
- 16) Do you expect to use Claims or Windows Authentication? Answer: Windows Authentication.
- 17) What are the high-availability requirements? Answer: None for this phase of work.
- 18) Can you provide a copy of the expected Physical Architecture? Answer: The City is expecting the physical architecture to be a deliverable for this effort.
- 19) Can you provide a copy of the present state and any future state drawings of the Logical Architecture? (site structure) Answer: The City is expecting the logical architecture to be a deliverable for this effort.
- 20) Can you provide a copy of the current Governance Plan? Answer: No, the governance plan is not completed at this time.
- 21) Will the vendor be required to install and configure SQL Server? Answer: No.
- 22) Is SQL Server going to be fault tolerant? Answer: No.
- 23) Section 6.1 states one (1) original and four (5) printed copies, so we need clarification on whether it's 4 or 5 copies. Please clarify the number of copies needed. Answer: Five.
- 24) Is there a proposed budget or not to exceed limit? Answer: The approved budget for the fiscal year ending June 30, 2013 is \$12,500. The proposed budget for the next fiscal year starting July 1, 2013 is \$31,000.
- 25) What is proposed end date of this project? Answer: The end date for the project has not been determined.
- 26) Can execution of project work be performed remotely, but not off-shored? Answer: No, the City will consider this as an option.
- 27) Are cloud costs, Office 365, on-premise costs, etc. expected to be a part of this proposal? Answer: The City would like to evaluate cloud and on-premise options for SharePoint. The proposal should address this issue as part of the proposed work plan.
- 28) Will the Microsoft Planning Services be redeemed with vouchers? If so, how many vouchers does the city have to use? Answer: Yes, the City is proposing a three day engagement.