



ADDENDUM NO. 1

Issued June 6, 2017

TO

REQUEST FOR PROPOSAL

FOR

SharePoint Online

(RFP# 2017-05-25)

(RFP Issued May 25, 2017)

## NOTICE TO CONTRACTORS

**Due to the delay in posting this Addendum, Proposal Responses are now due on Monday, June 12, 2017 by 12:00 Noon (EDT).**

- Contractors are required to acknowledge this Addendum Section. This addendum shall be included in the RFP and this addendum shall be part of the RFP documents. All conditions not affected by this addendum shall remain unchanged.

The “**ADDENDUM NO. 1 RECEIPT ACKNOWLEDGEMENT FORM**” on the last page of this Addendum NO. 1 must be signed and dated in the spaces provided and submitted with your Proposal. All Contractors must submit this form with its Proposal regardless of the content contained in each Addendum.

### 2. ANSWERS TO SUBMITTED QUESTIONS

This Addendum consists of South Carolina Legal Services’ (SCLS) responses to written questions that were received by SCLS as of June 2, 2017 - by 4:00 pm EST.

1	<b>Question</b>	Do you have a wireframe or mock layouts for the Intranet already or will that be in the scope of the work the contractor has to do?
	<b>Answer</b>	There is no wireframe or mock layouts for the Intranet. SCLS expects the contractor to include those features in the project scope.
2	<b>Question</b>	Have you decided what goes into the Intranet home page – e.g. can employees personalize their home page, do you want any web parts etc.?
	<b>Answer</b>	The Intranet’s home page will be the launch point for all sub-sites; during the initial phases, SCLS will not deploy employee home pages.
3	<b>Question</b>	Are you dubbing the Intranet site as the “Employee Resources” site or is the “Employee Resources” site a sub-site within the Intranet? If so, can you amplify what are the functions and features of the Employee Resources site?
	<b>Answer</b>	The Employee Resources site will be a “sub-site” within the Intranet. The Employee Resources “sub-site” will house the library of various standard employee forms for access purposes. Work flow will not be incorporated into this phase of the project.
4	<b>Question</b>	Can you share how much content has to be migrated as part of Phase III?
	<b>Answer</b>	The content to be migrated to the Employee Resources “sub-site” are as follows: Folder size: 25.1 MB; Contents: 94 MS Word 2013 documents; 1 Excel form; 9 PDF forms.
5	<b>Question</b>	Do you expect the contractor to do all the work from SCLS location(s) or can the work be done remotely? (We are based in Ohio. We could have our team travel to SC for face-to-face interaction, and the bulk of the work to be done remotely)
	<b>Answer</b>	SCLS anticipates that the contractor will perform some tasks remotely; however, SCLS expects the contractor that’s awarded the project to conduct at minimum the Project kickoff, an in-house training and the project launch in-person.
6	<b>Question</b>	Can some of the development be done from outside of the US or should all the work be done from within the shores of the US?
	<b>Answer</b>	SCLS prefers that all project development is done within the US; however, SCLS is open to discussions regarding reasons for off shore development during the contract negotiations.
7	<b>Question</b>	Are you expecting a firm fixed price for all phases or a budgetary estimate for the phases?
	<b>Answer</b>	SCLS expects the contractor to propose a fix budget price for Phases I, II and III in the RFP response. Further budget discussions will occur based on RFP submittals.
8	<b>Question</b>	Can we provide an hourly rate and our best estimate for the hours?
	<b>Answer</b>	Yes; further discussion will occur based on RFP submittals.

9	<b>Question</b>	Phase I discovery is going to determine the detailed scope, project plan and the timelines for Phase II and Phase III. At this time can we can only scope the effort for Phase I. Can we give a fixed price for Phase I and budgetary estimate for Phase II and Phase III?
	<b>Answer</b>	SCLS expects the contractor to propose a fix budget price for Phases I, II and III in the RFP response. Further budget discussions will occur based on RFP submittals.
10	<b>Question</b>	Is the assumption that the only Intranet site that requires migrated content is the "Employee Resources" site correct?
	<b>Answer</b>	The Employee Resources "sub-site" is the only "sub-site" that will require migrated content.
11	<b>Question</b>	Will the customer team migrate or create all other content for publishing pages, list libraries, and document libraries throughout the remainder of the Intranet site?
	<b>Answer</b>	If "customer team" refers to SCLS' project team, the response is no. Additional design phases will be incorporated into future phases of the project and require additional contractor project work.
12	<b>Question</b>	For the "Employee Resources" site, how many documents will need to be migrated? How many different document types?
	<b>Answer</b>	The "Employee Resources" "sub-site" (Folder size: 25.1 MB; Contents: 104 total documents consist of: <b>94</b> MS Word 2013 documents; <b>1</b> Excel form; <b>9</b> .pdf forms.)
13	<b>Question</b>	For the "Employee Resources" site, what is the source of documents to be migrated? (ex. Office 365 SharePoint online, File Server, or other document management platform).
	<b>Answer</b>	The documents are located on a file server.
14	<b>Question</b>	Is there a client-side project manager who will be part of joint contractor-customer project team?
	<b>Answer</b>	Yes.
15	<b>Question</b>	What is expectation for training delivery? (ex. Qty of 2 hr. --- Classroom instructor lead On site sessions, Webinar sessions, Train the trainer web sessions)
	<b>Answer</b>	SCLS expects the contractor to conduct a minimum of one (1) hour user training for project team and one (1) hour administrator training for this project.
16	<b>Question</b>	We saw where this RFP was also released earlier this year and now looks like it is being re-released. What are the reasons this RFP is being released again?
	<b>Answer</b>	After publishing the first SharePoint RFP and receiving the vendor responses, we realized that in order to meet the project's goals, the project scope needed to be revised. Also, we should approach this SharePoint Online project in phases to ensure that SCLS' objectives for our SharePoint Online Intranet are accomplished.
17	<b>Question</b>	What is the budget that has been outlined for this project?
	<b>Answer</b>	SCLS expects the contractor to propose a fix budget price for Phases I, II and III in the RFP response. Further budget discussions will occur based on RFP submittals.
18	<b>Question</b>	Does a vendor need to be on any South Carolina State Contracts to be able to respond to this RFP, or work with SCLS?
	<b>Answer</b>	No
19	<b>Question</b>	Phase I: Are there any specific features or capabilities of Microsoft SharePoint Online that the SCLS team would like to review in the Online Demo?
	<b>Answer</b>	Yes; work flows, business processes, document management and search-ability
20	<b>Question</b>	Phase II: (1) Does SCLS have an in-house creative design team or established design standards that the Contractor will work with for Home Page design?
	<b>Answer</b>	No.
21	<b>Question</b>	Phase II: (2) Is Home Page design limited just to intranet home page, or does branding apply throughout all areas of the Intranet?
	<b>Answer</b>	Some form of SCLS branding will apply throughout all areas of the Intranet, i.e. logo and color scheme.
22	<b>Question</b>	What is the total number of the documents in use?
	<b>Answer</b>	The "Employee Resources" "sub-site" (Folder size: 25.1 MB; Contents: 104 total documents consist of: <b>94</b> MS Word 2013 documents; <b>1</b> Excel form; <b>9</b> .pdf forms.)
23	<b>Question</b>	What is the size of the current document size?
	<b>Answer</b>	Folder size: 25.1MB.

24	<b>Question</b>	How many Meta data columns used for a document?
	<b>Answer</b>	Approximately 5 columns; SCLS is open to contractor's input.
25	<b>Question</b>	How are the Meta data managed in the current system?
	<b>Answer</b>	SCLS is not using any form of Metadata at this time.
26	<b>Question</b>	Document Meta data is a systems generated Meta data?
	<b>Answer</b>	SCLS is not using any form of Metadata at this time.
27	<b>Question</b>	Is there any custom Meta data?
	<b>Answer</b>	SCLS is not using any form of Metadata at this time.
28	<b>Question</b>	As you have requested for Intranet Portal/Home Page, Do you require additional components like, News & Events, Calendars, Announcements, etc.? If you think any features is must, kindly specify it.
	<b>Answer</b>	No additional components at this time, but will be incorporated in future phases.
29	<b>Question</b>	Do you required Business Process/Workflow for Document Management? In that case, provided us the approximate no of workflows?
	<b>Answer</b>	No Business Process/Workflow required during these phases.
30	<b>Question</b>	Do you have any document retention policy / Archival Policy in place?
	<b>Answer</b>	No.
31	<b>Question</b>	Apart from Document Management, do you require any Business Process / Workflow for any business communication? If yes, provide us the approximate nos.
	<b>Answer</b>	No Business Process/Workflow required during these phases.

**END OF ADDENDUM 1**

# **ADDENDUM NO.1 RECEIPT ACKNOWLEDGEMENT FORM**

## **REQUEST FOR PROPOSALS**

### **FOR**

**Microsoft SharePoint Online**

**(RFP# 2017-05-25)**

**(RFP Issued May 25, 2017)**

By signing this Acknowledgement and submitting same with the Proposal submission, the undersigned Contractor acknowledges receipt of this Addendum No. 1.

Contractor further acknowledges that he/she has read and reviewed the information contained herein, understands same, and that the questions, if any presented, have been answered satisfactorily.

Contractor agrees to incorporate/consider the information contained in this Addendum No. 1 in preparing and providing its proposal price.

In addition, this Addendum No.1 Receipt Acknowledgement Form must be signed, dated and attached to the proposal submittal.

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contractor Acknowledgement Date: \_\_\_\_\_

Print & Sign Company Principal Name & Title: \_\_\_\_\_

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