QUESTIONS & RESPONSES #1-4 - ALL INCLUSIVE

RFP / TITLE	070943 | MICROSOFT SHAREPOINT – UPGRADE AND ON-CALL SUPPORT	
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Q&A ISSUE DATE	August 3, 2018	

QUESTION NUMBER	PROPOSER QUESTION	PORT RESPONSE	RFP/ RFQ Section
1	Does Port have SharePoint Online available? If yes, what is the plan of Office 365? How Many Licenses are purchased? Does the Port have any other activities are running on Office 365?	Yes, SharePoint online is available to the Port, based upon a quantify of 355 E5 licenses We currently have Exchange, and OneDrive active.	
2	If above is No, do we need to provide Office 365 purchase support or Port will decide and purchase?	No Office 365 purchase support is required.	
3	Do we need to migrate any other server to Online or need to implement hybrid environment?	The Port does not anticipate the need to implement a hybrid environment. However, the final design and approach will be developed in collaboration with the Port, the Microsoft Engineer (PFE), and the selected support vendor from this RFP.	
4	Does Port have Active Directory Online or On-Premise?	The Port has both. We are fully integrated into O365 and Azure for AD.	
5	How many Users are using MyPort Web Application?	According to SharePoint statistics, MyPort has 729 users and NWSA has 689 users to date. However, this is a running list that has not been edited to delete user names when users have become inactive. Therefore, in scoping the scale of the effort, it may be helpful to also know that The Port of Tacoma has about 240 employee currently, and the NWSA has about 65 employees currently, and that not all are using SharePoint. There are an additional 50+ external SharePoint users logging in through the Extranet.	
6	Just to reconfirm: NWSA is on SharePoint 2013 and MyPort is on SharePoint 2013 but running on SharePoint 2010 mode. Both the Web Applications need to migration on SharePoint Online. Is this understanding correct?	This is correct. Ideally, SharePoint 2010 mode will be successfully sunsetted and all web applications that are currently using 2010 mode will begin running in the native SharePoint Online mode.	

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7	How many lists and libraries are there to migrate?	The Port is not certain at this time because due to possible clean-up and stream-lining efforts, and possibly new practices being invoked, or a different design, the counts could vary widely. Therefore, the final design and approach, and thus the count of items will be developed in collaboration with the Port, the Microsoft Engineer (PFE), and the selected support vendor from this RFP.
		The counts at the time of this response are as follows:
		    MyPort has 1243 Lists and 519 libraries and utilizes only 1 site collection amounting to 116 GB for the content database
		    NWSA has 1671 Lists and 771 libraries and consists of a few site collections, with the largest one amounting to 55 GB for the content
		    database.	

8	Does Port have any development team available?	No, the Port does not have a development team for this project. The Port is making available; the Port's Project Manager, and its software Engineer (advisory only, extremely small bandwidth), and its Senior DBA (advisory only, extremely small bandwidth), and the Microsoft Engineer (PFE) being provided by Microsoft Corporation, plus two Departmental SharePoint Administrators/Super Users.	
9	Does Port have any migration tool available? If No, does Port will be ready to purchase migration tool?	No, the Port does not have any SharePoint migration tool. The final design and approach will be developed in collaboration with the Port, the Microsoft Engineer (PFE), and the selected support vendor from this RFP, and the final design will dictate the need for a migration tool.	
10	Do we need implement hybrid environment to maintain the integrations?	The Port does not anticipate the need to implement a hybrid environment. However, the final design and approach will be developed in collaboration with the Port, the Microsoft Engineer (PFE), and the selected support vendor from this RFP.	
11	As per RFP, "The Port has an existing Premier Support Contract with Microsoft Corporation. The Port intends to use the services of a Microsoft Premier Field Engineer (PFE) under this contract to perform a variety of tasks which will include some or all the following: requirements elicitation, design and migration planning". We assume that vendor needs to perform the tasks but we also need to provide PFE which will provide their suggestions and do the planning. According to PFE's guidance we need to execute/perform the tasks. Is this understanding correct?	Microsoft Corporation is providing the Port with a Premier Field Engineer (PFE) via a separate agreement outside of the scope of this RFP. The purpose of this RFP is to select a vendor based upon qualifications , who will then collaborate with the Port and the Microsoft PFE to determine a final design and approach to be used for this project. The work of the Microsoft PFE is advisory. Therefore, the selected Vendor will perform the hands-on technical effort as designed and guided by the Microsoft PFE whom the Port is providing. The selected	
12	What is the expected date to GO-LIVE from which users will start using SharePoint Online?	Monday, December 17, 2018, subject to the final design and approach.	
13	Are there any third party tools used for development?	No, we don't have any third-party SharePoint admin/dev tools.	
14	Are there any InfoPath forms implemented?	There are some; a dozen or so at most.	

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15	Are there any workflows implemented?	Yes, there is a SharePoint web/sub site that is equiped with an internal/built-in SharePoint 2010 workflow engine.	
16	What are the other features of SharePoint that needs to be migrated?	The Port is not clear on the intended meaning of this question. The Port experiences this question to mean, What other parts of SharePoint we will be migrating and updating? The final design and approach will be developed in collaboration with the Port, the Microsoft Engineer (PFE), and the selected support vendor from this RFP.	
17	Is this a new requirement? Name of the Incumbent and contract value?	Yes, this is a new requirement.	
18	If there is an incumbent, what was the contract period and value?	There is no incumbent.	
19	How many persons currently working on this requirement?	One person is currently working on this requirement; the Port's Project Manager	

20	We reviewed the program for Microsoft Software Assurance planning Day Certificates and it appears that they restrict those certificates to one per project. Your RFP appears to say that you plan to use 11 certificates to pay for the project. We are good with that if Microsoft will accept more than one. Can we get some clarification on this?	The Information that the Port has aquired from Microsoft Corporation concerning the use of the Planning Certificates, is as follows:
		Voucher #1
		  Name of Service: SharePoint Deployment Planning Services
		  Service Level: 10 Day
		  Voucher Expiration Date: 2018-10-23
		Voucher #2
		  Name of Service: SharePoint Deployment Planning Services
		  Service Level: 1 Day
		  Voucher Expiration Date: 2018-10-23
		NOTE:
		Stacking vouchers, or using multiple vouchers for a single engagement:
		• Using multiple vouchers for an engagement is allowed for durations up to 15 days. For these cases, one Online Completion Report Form must be submitted listing all the vouchers used to conduct the engagement, along with the corresponding customer deliverables.
		• In cases where customers have multiple Volume Licensing enrollments, active vouchers can be from the same enrollment or different enrollments.
		Voucher expiration
		• Once a voucher is assigned, it is good for 180 days from the creation date.
		• The engagement must be delivered and all required deliverables must be submitted via the Online Completion Report Form prior to the voucher redemption. The certificate(s) were created around 4/30 so they will expire about 10/30.	

21	Whether companies from Outside USA can apply for this? (like,from India or Canada)	Vendors outside the United States may propose if they can meet the requirements of the RFP.	

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22	Whether we need to come over there for meetings?	Provided that Vendor can be available by Skype, email, phone, and fax during normal USA working hours, location of meeting attendees is negotiable.	
23	Can we perform the tasks (related to RFP) outside USA? (like from Cananda or India)	Provided that Vendor can meet the requirements of the work, including meeting Cyber Security standards, a home office location is negotiable.	
24	Can we submit the proposals via email?	Please see instructions for proposal submission on Page 2 of Attachment A, of the RFP.	
25	We are having expertise on Microsoft Sharepoint Services. Could we submit the proposal without any references?	Please see response to Question Number 60.	
26	How much content will need to be migrated (GB): a. MyPortal (SharePoint 2010) b. NWSA Portal (SharePoint 2013)	Please see the response to Question Number 7.	
27	How is the content structured? a. Multiple document libraries in various subsites? b. Uber library?	It is structured as multiple document libraries in various subsites.	
28	What type of content would be migrated? a. Office documents (Word, Excel...) b. Photos c. Videos	Predominantly Office documents with a much lesser quantity of photo and video.	
29	Will POT be cleaning up the content before migration (delete\archive old content)	That would be desirable, but the final design and approach will be developed in collaboration POT with the Port, the Microsoft Engineer (PFE), and the selected support vendor from this RFP.	
30	Are there any custom content types	Yes, and the Port has used a Content Type Hub to host and propagate custom content types, as well.	
31	Is versioning enabled? a. If true, how is versioning configured? Majors, minors?	A very small number of our total departmental admins have deployed versioning for certain document libraries, but it is a small amount, and each Admin has had a choice of how to allocate majors or	
32	Are there any workflows?	Yes.	
33	Do the existing portals have any branding implemented? a. Is this going to carry over to SPO? b. Will there be a need for creative work	Both sites make use of an established branding book that will be carried forward to SharePoint Online. There will be no need for creative work to be performed.	
34	What is the current site architecture? a. How many subsites? b. Is there a template being used?	Please see "Section A - Background" on page 1 of the RFP, and please see Attachment "D"; Current Environment. MyPort has 519 libraries and NWSA has 771 libraries. There is no standard template across all pages.	
35	Can the selected vendor offshore resources?	Provided that the Vendor can meet the requirements of the work, including Cyber Security standards, and can be available by Skype, email, phone, and fax, and can respond to such requests during normal USA working hours, then offshore resourcing is negotiable.	
36	Is there a Budget range Port of Tacoma has ready to allocate for this initiative?	The Port has a budgeted amount to allocate to any contract resulting from this solicitation.	
37	I there a specific timeline/ideal go-live date?	Monday, December 17, 2018, subject to the final design and approach.	
38	How many vendors are currently bidding?	Unable to determine that until the RFP closing date.	
39	Has the Port of Tacoma worked with any of the vendors currently bidding?	Unable to determine that until the RFP closing date.	
40	Is User Experience a pain point for the Port of Tacoma	Yes.	

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41	Are you wanting the next SharePoint to be Out of Box?	The final design and approach will be developed in collaboration with the Port, the Microsoft Engineer (PFE), and the selected support vendor from this RFP.	
42	For clarification the migration is from 2010 and 2013 to online?	Yes.	
43	How many users?	Please see response to Question Number 5	
44	The Port calls for a number of sample work documents (Project Plan, Communications Plan, "typical testing and cutover plans") to be included with the proposal, along with a Microsoft letter or certificate attesting to Microsoft Partner status. However the RFP does not exempt these sample documents, consultant resumes and other supporting information from the proposal's 20-page limit. Some of these sample work products could be 20 pages in themselves, and their combined total will easily exceed 20 pages. Can the Port please specify that these supporting documents should be included as an Appendix and are not counted in the 20-page limit?	The purpose of the RFP is to select a well-qualified vendor who will then collaborate with the Port and the Microsoft PFE to develop a final design and approach. Therefore, the Port is looking for work samples that need not be 20 pages in length but must exemplify quality of workmanship. The focus is on vendor qualifications. Please limit the proposal as specified in the submittal instructions.	
45	Does the scope iA54:C67nclude training / adoption planning for the user community? Do you have any current metrics regarding level of user engagement / adoption for applications solutions, and do you have specific goals for this particular project? Are any of Port of Tacoma staff trained in SharePoint Development or Administration?	The project will include UAT, Training, and Adoption Planning with details to be determined. No we have no metrics. The goal is easy to use and bug free. We have 6 Departmental SharePoint Administrators of varying levels of skill from Junior to Senior.	
46	Do you have a target budget?	The Port has a budgeted amount to allocate to any contract resulting from this solicitation.	
47	Do you have a SharePoint Migration / SharePoint Management Tool (such as Metalogix, ShareGate or AvePoint) or are you expecting the vendor to bring a solution?	The Port has no SharePoint migration tools. The final design and approach will be developed in collaboration with the Port, the Microsoft Engineer (PFE), and the selected support vendor from this RFP.	
48	Is all content and all files being migrated? If not, has the Port already developed a process to identify which files / data will be migrated, or is that part of this scope of work?	The Port is not necessarily going to migrate all of the existing content and structure that it has today. The final design and approach will be developed in collaboration with the Port, the Microsoft Engineer (PFE), and the selected support vendor from this RFP.	
49	Do you host email in Office 365 Online currently or is this in planning phase? Is this part of the scope for this project?	The Port does host email in Office 365 Online currently. This will not be part of the scope of the project.	
50	Are you using Azure Active Directory as your authentication? If not, can you elaborate on the authentication? Has the integration between Port of Tacoma AD and Azure AD been accomplished or is there a plan to perform this integration? Is it part of the scope for this project?	The Port has both. We are fully integrated into O365 and Azure for AD.	
51	Have you procured licenses for all of the Office 365 stack (Flow, PowerApps, Power BI, and Email)? Do you have complete freedom and licenses to facilitate redesign of deprecated /disrupted features on SharePoint online using office 365 stack?	Yes, we currently are licensed for 355 E5 licenses and all of these tools come with those licenses	
52	What custom solutions to you currently have built on your SharePoint 2013 instance (such as workflows, custom forms, SharePoint applications, etc.) that will need to be moved to the SharePoint Online environment with same / similar functionality?	MyPort has 1 Workflow and 49 custom content types. NWSA has 105 Workflows and 135 custom content types, with a Content Type Hub to host and propagate custom content types, as well.	
53	How many forms are built using InfoPath? Will they need to be migrated to third party or Office 365 compatible forms?	A small number of forms, perhaps a dozen are built using InfoPath. The final design and approach will be a collaborative effort between the Port, the Microsoft PFE, and the selected vendor.	

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54	Do you have an inventory of all third party web parts installed? If yes, please provide the list.	We have no 3rd-party nor custom web parts in use; if any, one or two related to master themes and pages for MyPort.	
55	Can you please provide further detail on support requirements (number of anticipated hours per month, 24/7 availability vs. core business hours, etc.) that can help inform the proposal parameters? What is the typical support volume? What are the current SLA's for support?	The Port anticipates an average of 20 hours per month of support, and only during core business hours.	
56	Do you have an existing documented style guide and branding requirements for your SharePoint environment, or are you looking for those to be created by the consultant? Should the new environment resemble the existing environment as much as possible, or are you looking to change?	The Port has an established Brand Book that it expects to continue in the new environment. No creative work is required.	
57	Do you have specific security requirements for the Future State, for example user permissions across site collections?	Currently, permissions vary under departmental administrators. The final design and approach will be a collaborative effort between the Port, the Microsoft PFE, and the selected vendor.	
58	Typically Business Requirements gathering, Future State System Architecture, and Migration / Project Planning would be part of our professional service offerings as consultants when leading a SharePoint migration. Since the Port will be utilizing a Microsoft Premier Field Engineer (PFE) for requirements elicitation, design and migration planning, is the Port only seeking tactical hands on technical resources from the selected vendor, with no need for an experienced SharePoint Migration Project Manager, SharePoint Migration Architect or SharePoint Migration Business Analyst? Can you please further clarify the delineation of	The Port anticipates that the Vendor will provide project management over its own personnel and tasks, and will work in collaboration with the Port's Project Manager for the success of the project. For this project, the Microsoft Engineer will have a lead role around requirements elicitation, design and migration planning requirements, but it is a collaborative effort to complete all. A suggestion would be for the Vendor to provide rates and descriptions for multiple types of roles when completing the Rate Sheet described in the proposal instructions.	
59	The Port requests a Project Plan, but then asks for "project phases, milestones, tasks, resources required (both consultant and Port) and likely task durations", which are items associated with a Project Schedule. Is the Port seeking a draft Project Plan or a Project Schedule?	The Port desires to see an overall draft project plan with scheduling to be a component of that plan.	
60	Does Page 9 Section 3 "References", where it states that "All references must be received by the Port by the interview date", mean that references are NOT required as part of the proposal, and are ONLY required for those firms that are invited for an interview? We wish to be considerate and respectful of the amount of time and effort we ask of our former and current clients in our pursuit of new business, so it would be greatly appreciated if we could defer requesting references until the Port has confirmed it would like us to move forward to the interview stage	This is correct. If the Port determines that Interviews will be conducted, references will only be required of those vendors moving forward to the Interview stage. For those Vendors, references must be received no later than the day on which the Interview is scheduled to occur.	
61	In Attachment A the Port lists five (5) roles for which rates are requested. Is it the Port's expectation that the submitted vendor team(s) will consist of only five (5) members? Is it the Port's expectation that the submitted teams' roles / titles will align with what the Port has provided in Attachment A?	There is no expectation as to team size. Roles are requested to allow comparison of Vendor rates.	
62	Attachment A lists reimbursable expenses. Elsewhere the RFP specifies that rates are to be "fully burdened". Please clarify whether rates are fully burdened or if expenses are reimbursable.	All rates are to be Fully Burdened.	Attach A

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63	Attachment A states "Additional personnel are not authorized without prior written approval from the Port's Project Manager". Does this refer to new personnel who may replace resources previously engaged on the project, or does this refer to new roles that may be brought in to support the project?	**Both. Deviations from the contract head count and expertise involve cost. Exchange or replacement of agreed resources affects quality, continuity, and change management. Therefore, if the Port accepts a specific team of one or more individuals for this project, then that is the team that the Port expects to work with, for the entire extent of the project. Any deviation will require written approval, and will only be accepted if the individual leaves the employ of the vendor firm.**	
64	On Page 7 of the RFP, under "General Qualifications & Business Experience", you request "Number and experience of staff; staffing model, including identifying the level to which the consultants used are permanent staff, or contractors who are self-employed, or represent a contracting firm". Are you looking for the level of experience, relationship to the firm, and other details requested for EVERY staff member at the firm (all consultants and all other staff), or only for the specific consultants being presented for your project?	**The purpose of the RFP is to select a well-qualified vendor. Therefore, the Port will assess:** **1) Evidence of the overall competence, experience, solidity, and durability of the firm.** **2) Resume details for specific consultants being presented for this project similar to the details presented in a job interview.** **Also, please see the response to Question Number 63.**	Page 7
65	To ensure we can fulfil the exact requirements of the RFP, can you please correct the errors in section numbering and required attachments? The "Compensation" section is marked "2. Compensation", which we assume should be presented as "3. Compensation". That same section also requires including "Attachment C". As "Attachment C" is the references questionnaire, we assume the correct requirement is "Attachment F" (sample rate sheet)?	**See Addendum #1**	
66	In addition to the questions above, we also would humbly ask if the Port would consider extending the proposal deadline beyond 6 August. Currently you are requiring that all questions be submitted by 27 July, and have provided no deadline as to when answers will be provided. Even if you were to provided answers by the following Monday 30 July, that would leave only one week for the production and submission of the proposals themselves. The questions we have posed are very fundamental to the structure and content of the proposal (particularly the final guidelines in regards to limits on proposal length and treatment of attachments) and without these answers we are very limited in how much work can be done on the proposal now. A submission date of 6 August leaves very little time for a proposal to be properly developed based on the guidance you will provide via the answers to the questions we have posed.	**Procurement schedule will be extended for all proposers. Please see published Addendum on the Port's website.**	
67	References – Page 9 of the RFP says, "If the Port chooses to conduct a Final Evaluation Phase, the top 3 ranked firms will ensure completion of a minimum of 3 references, up to a maximum of 5 references submitted using Attachment C. All references must be received by the Port by the Interview date." However, on Attachment C, it says the reference form must be received by August 6 (the same date the submission is due). So should we be sending the forms to our references to complete and submit by August 6 even if we will not know if we are top 3 firm before then?	**If the Port determines that Interviews will be conducted, references will only be required of those vendors moving forward to the Interview stage. For those Vendors, references must be received no later than the day on which the Interview is scheduled to occur.**	

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68	Costs – Page 8 of the RFP says, "Compensation information MUST be provided separately from the proposal, in an individual PDF document, using Attachment C." Attachment C is the reference form. Can you confirm that we should be using Attachment F instead?	Rate sheet is Attachment F - Please see published Addendum to the RFP.	
69	Continued Support Services - Would the Port prefer to be provided an hourly rate model or a subscription based model that covers all costs with a SLA?	The Port anticipates negotiating an SLA with the selected vendor after the initial migration and upgrade effort is completed. The SLA will be an hourly rate model.	
70	Growth – Does the Port expect any significant growth of usage on the portal within the next 4 years?	The Port anticipates that ease of use new features and good training may favorably increase SharePoint usage, but there are no supporting metrics.	
71	Context - What are the main reasons for the Port to move to SharePoint Online (e.g., cost-saving measure, current environment not meeting business needs)?	The Port anticipates realizing greater ease of use, resulting in less internal Help Desk tickets, and also reducing the size of its on premise server farm which in turn will increase the available bandwidth of the Port's existing Infrastructure staff to perform other work.	
72	On-Site/Off-Site – What are the Port's expectations for how much work will be performed on-site versus off-site?	Either. Assuming the Vendor can meet the requirements of the work, including meeting Cyber Security standards, and being available by Skype, Email, Fax, and Phone, during USA working hours, either scenario is negotiable.	
73	Internal Help Desk – Does the Port have an internal Help Desk that will handle user questions? Or will the company awarded the contract be providing this service?	The Port does have an internal Help Desk, but it is already burdened with the support of other Port applications. Thus the Port anticipates that the selected Vendor will provide the majority of SharePoint user help per a negotiated SLA, which will be an hourly rate model.	
74	Preliminary Assessment – Have any preliminary assessments related to SharePoint	The Microsoft Engineer (PFE) will be running diagnostics to assess system health and current risks.	
75	What is the estimated/available budget for the work outlined in this RFP?	The Port has a budgeted amount to allocate to any contract resulting from this solicitation.	
76	What is the place of work performance (Onsite/Remote)?	Either. Assuming the Vendor can meet the requirements of the work, including meeting Cyber Security standards, and being available by Skype, Email, Fax, and Phone, during USA working hours, a home office location is negotiable.	
77	Can you please share the incumbent information?	There is no incumbent.	
78	We are based in the mid-west region of the country and do not have a presence in Washington. Is this a disqualifier? Will we be looked at less favorably because of our lack of local presence?	This is not a disqualifier. Assuming the Vendor can meet the requirements of the work, including meeting Cyber Security standards, a home office location is negotiable. See response to Question 76.	
79	Can we do some of the work remotely or should all the work be done onsite?	Yes. See responses to Questions 21 thru 23.	
80	Can we do some of the work from outside the United States?	Yes. See responses to Questions 21 thru 23.	
81	Does the port give preference to vendors local to your area for award of contract?	No.	
82	Would you be open to licensing a migration tool for migrating the content from the On-Premise platform to the online tenant?	To be determined. The final design and approach will be developed in collaboration with the Port, the Microsoft Engineer (PFE), and the selected support vendor from this RFP.	
83	Can we charge for travel separately from the labor rate?	Rates are to be fixed and fully burdened.	
84	Post migration, for the "ongoing support, maintenance, and enhancements for 4 years", do you have anticipated usage (in number of hours or dollar amount)?	The Port estimates an average of 20 hours of support per month, delivered during core business hours via a negotiated SLA based on an hourly rate model.	
85	Can you share your budget for the migration and the post migration ongoing support?	The Port has a budgeted amount to allocate to any contract resulting from this solicitation.	

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86	The cost of IT projects can vary widely depending on budget. Our firm has delivered successful projects across various budget ranges. To help us better understand 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 $50,000 b) $50,000 - $75,000 c) $75,000 - $100,000 d) $100,000 - $150,000 e) $150,000+	**The Port has a budgeted amount to allocate to any contract resulting from this solicitation.**	
87	We have multiple Microsoft Gold and Silver Competencies and SharePoint Certified Masters, MVPs, Trainers, etc. With regard to certifications/credentials: a) What Microsoft Partner Competencies (e.g. Content and Collaboration, Application Development) are required and what is the minimum level of Competency for each that meets your requirements (i.e. Gold or Silver)?	**The RFP does not specify a required level for the Microsoft Partner certifications. In assessing Vendor qualifications, the level and type of certification possessed by the Vendor will be taken into account during the initial evaluation.**	
88	We have a very strong agile project management practice, which employs Project Online, O365 Planner, various project control documents (e.g. Weekly Status Reports and WBS), recorded weekly scrum calls and working sessions, etc., all housed on our customer project management portal on O365 however, we do not have an internal resource with the PMP certification: a) Is this a pass/fail requirement and if not, how many points will be deducted related to this requirement? b) Can a contract resource be used to fulfill this requirement?	**a) Yes, it is a Pass/Fail requirement.** **B) Yes, a Contract Resources may be used to fulfill this requirement.**	
89	If you currently have a set of "approved" vendors that provide SharePoint/O365 services or have worked with a specific vendor (e.g. from a prior solicitation or project engagement): a) Please list all such vendors and indicate your satisfaction with the services provided as either "very satisfied", "acceptable", or "unsatisfied". b) Are these vendors permitted to participate in this solicitation?	**There is no "approved" vendors list as described.** **No Vendor services were used for NWSA. When MyPort was first created, the Port very satisfactorily used the services of Marquam, Inc. When this contract expired in 2012, all further work was done internally, including the migration of all sites to SharePoint 2013 Server.**	
90	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 for project implementation?	**Please see response to Question 76. Working scenarios are negotiable, provided that work requirements are met.**	
91	Will the chosen vendor be provided with direct, remote access to and Admin credentials for all SharePoint environments that are to be migrated?	**Yes, and a Non-disclosure agreement will be required, as well as adherence to Cyber Security standards.**	

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92	Can you please provide additional information and/or use cases related to the mention of "Microsoft Dynamics 365 CRM" under Section D. Contract Deliverables (e.g. what does the integration look like, what needs to be tested, how does this relate to the scope of the project, etc.)?	The integration testing between D365 CRM and SharePoint Online would be limited to making sure that links in D365 to SharePoint pages and documents continue to work after SharePoint is migrated to the cloud. This would be the same for any place where links to SharePoint pages/sites/files are used. The final design and approach for any integration work will be developed in collaboration with the Port, the Microsoft PFE, and the selected Vendor.	
93	Can you please provide additional information and/or use cases related to the mention of "e-Builder by Trimble, Inc." under Section D. Contract Deliverables (e.g. what does the integration look like, what needs to be tested, , how does this relate to the scope of the project, etc.)?	In the future, the Port may elect to have reports, documents, charts and graphs being updated on Sharepoint from e-Builder. The final design and approach for any integration work will be developed in collaboration with the Port, the Microsoft Engineer (PFE), and the selected Vendor.	
94	Does the current implementation include: a) Farm-level Solutions; if so, please provide details b) Customizations that involve custom code (e.g. C# or JavaScript development); if so, please indicate: i) If the source code is under source control (e.g. Team Foundation Server) ii) Will internal staff be responsible for remediation, as needed, related to any custom components? c) Any 3rd party products/components? If so, i) Please list all 3rd party products and/or components (e.g. web parts) ii) Is the chosen vendor expected to upgrade these components to the latest version? iii) Have you procured SharePoint Online (SPO) compatible versions of these products? d) Remote Blob Storage? e) Integration to any systems that are external to SharePoint?	The purpose of this RFP is to select a qualified vendor. The detail design and approach to this project will be developed in collaboration between the Port, the Microsoft Engineer (PFE), and the selected vendor after the contract is awarded. Additional technical information can be found in Attachment 'D' of the RFP, " Current Environment – Microsoft SharePoint 2013 Server". .	
95	Regarding the site collection "exposed to the internet for partners' external user access": a) How many users need external access? b) Will all external users login/authenticate to access the system or does anonymous access need to be supported? c) Will these users have AD accounts (i.e. they could simply be added as members to an O365 group vs. having actual AD accounts)? d) What features of the system will external access users be permitted to use (e.g. access to certain documents only, all features, etc.)?	The purpose of this RFP is to select a qualified vendor. The detail design and approach to this project will be developed in collaboration between the Port, the Microsoft Engineer (PFE), and the selected vendor after the contract is awarded.	

QUESTION NUMBER	PROPOSER QUESTION	PORT RESPONSE	RFP/ RFQ Section
96	Regarding branding and page layouts: a) On a scale from 1 to 5 where 1 represents no custom branding and 5 represents a completely custom branded implementation, how would you rank your current implementation? b) Is there a desire to keep the existing branding, understanding that it will have to rebuilt for SPO? c) Is branding consistent across all departments, sites, sub-sites, etc. for both MyPort and NWSA? d) How many custom Master Pages and CSS does the current solution employ? e) How many custom site templates does the current solution employ? f) How many custom page layouts does the current implementation employ and how many	**The purpose of this RFP is to select a vendor based on firm qualifications and personnel expertise. The detail design and approach to this project will be developed in collaboration between the Port, the Microsoft Engineer (PFE), and the selected vendor after the contract is awarded. Please also see responses to Question Numbers 33 and 56.**	
97	Regarding your current use of and experience with SharePoint: a) For what workloads are you currently using SharePoint (e.g. collaboration portals, document management, intranet/extranet, ECM or ERM, workflow/process automation, BI, etc.)? b) Is there an interest in enhancing or optimizing your taxonomy (e.g. adding specific Content Types, reducing the number of Content Types using inheritance, or acquiring industry or functionally-specific term sets)? c) What, if any, problems or dissatisfaction have you experienced with SharePoint? d) On a scale from 1 to 5 where 1 represents "None" and 5 represents "Expert", can you please indicate what SharePoint skills you currently have in house in terms of: i) SharePoint Infrastructure, Administration and Maintenance ii) Information Architecture Design and Implementation iii) Content Owner/Authorship	**More detailed information regarding these topics that is not contained in the RFP or attachments, will be shared with the short-listed vendors or the selected vendor. The purpose of this RFP is to select a vendor based on firm qualifications and personnel expertise. The detail design and approach to this project will be developed in collaboration between the Port, the Microsoft Engineer, and the selected vendor after the contract is awarded.**	

QUESTION NUMBER	PROPOSER QUESTION	PORT RESPONSE	RFP/ RFQ Section
98	e) Which service applications are installed/configured in the current implementations? f) Are there any errors being logged or issues with the health of the farm or any of the content databases?	**e) SharePoint service applications that are installed and enabled/configured:** **Application Discovery and Load Balancer Service Application,** **Business Data Connectivity Service Applciation** **Excel Service Application** **Managed Metadata Service Application** **PeformancePoint Service Applciation** **Search Administration Web Service for Search Service Application** **Search Service Application** **Secure Store Service Application** **Security Token Service Application** **State Service Application** **Usage and Health Data Collection Service Application** **Workflow Service Application** **f) No application specific logging is being performed.**	
99	Is a reorganization of the content or site structure desired? Please provide sufficient detail for us to provide an estimate.	**The purpose of this RFP is to select a vendor based on firm qualifications and personnel expertise. The detail design and approach to this project will be developed in collaboration between the Port, the Microsoft Engineer, and the selected vendor after the contract is awarded.**	
100	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 knowledge transfer sessions conducted by technical resources and delivered remotely (i.e. lowest cost), what represents your vision of training for the following audiences? Include # of students. Administrators: Power Users: End Users : If onsite training is preferred, how many students does your training room accommodate?	**The purpose of this RFP is to select a vendor based on firm qualifications and personnel expertise. The detail design and approach to this project will be developed in collaboration between the Port, the Microsoft Engineer, and the selected vendor after the contract is awarded.**	
101	Were MyPort and NWSA developed wholly in-house or did you engage external resources for either and if the latter, what vendor(s)?	**Please see response to Question Number 89**	
102	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.	**Preference is not based on location. Preference is based on ability to comply with work requirements and meeting attendance and USA working hours. Please see response to Question 76.**	

QUESTION NUMBER	PROPOSER QUESTION	PORT RESPONSE	RFP/ RFQ Section
103	Is SharePoint 2013 and SharePoint Online Domains being same or different?	The port is not clear on the intended meaning of this question. The Port experiences this question to mean, Will SharePoint 2013 and SharePoint Online reside on the same network? The existing SharePoint 2013 environment for both MyPort and NWSA is located in an On-Premise server farm. SharePoint Online will host both MyPort and NWSA in the Cloud. After the shakedown period, the On-Premise SharePoint system will be sunsetted and its server farm resources re-purposed.	
104	Total size of SharePoint 2010 and SharePoint 2013 content?	Please see responses to Question Numbers 5 and 7.	
105	Any personal (my sites) sites?	No.	
106	Any kind of custom workflows?	Please see response to Question Number 52.	
107	Is SharePoint sites being customize or default SharePoint site?	The purpose of this RFP is to select a vendor based on firm qualifications and personnel expertise. The final design and approach to this project will be developed in collaboration between the Port, the Microsoft Engineer, and the selected vendor after the contract is awarded. Also please see response to Question Number 41.	
108	Any custom coding?	Please see responses to Question Numbers 30 and 52.	
109	Any external content is importing to SharePoint (using BCD or BCS or any third-party tool)?	No. SharePoint application service is enabled but not used. Same for SharePoint PerformancePoint	
110	What is the estimated/available budget for the work outlined in this RFP?	The Port has a budgeted amount to allocate to any contract resulting from this solicitation.	
111	What is the place of work performance (Onsite/Remote)?	Please see response to Question Number 76.	
112	Can you please share the incumbent information?	There is no incumbent.	