**Metropolitan Washington
Council of Governments**

RFP 22-006 – NCRNET SHAREPOINT 2016 PORTAL MIGRATION
ADDENDUM 1
Q&A #1

This addendum answers questions submitted by March 29, 2022. Questions will be accepted until five (5) business days before the due date for proposals.

Questions are in bold, Answers are in red. Where multiple questions were submitted addressing the same topic, they have been grouped under a single number.

1. **Content size is described as approximately 1.3 TB. Do we need to migrate whole data as is?**
   a. Yes, but we may remove a few sites from the transfer.

2. **Should the migration of site structure be as is, or do we need to do restructure as per Microsoft recommendations for online?**
   a. It will need to be moved from a Classic structure to a Modern, online structure, but the overall hierarchy of sites and subsites will stay the same. Some sites will be eliminated.

3. **What is the total number of users, and current authentication system used?**
   a. There are approximately 2,000 users who are authenticated via the National Capital Region Identity and Access Management Service (IAMS) found at https://getaccess.ncrnet.us/. A basic description of the system as used by a sister agency may be found at https://www.nvers.org/request-access.

4. **How many site collections are there in the SharePoint environment?**
   a. The bulk of the files are in two site collections, but, at some point in the past, each site was set up as its own collection. So, there are likely about 15 that we would need to carry over and, perhaps consolidate, into fewer collections. Other, older collections on the server could be eliminated.

5. **What types of site templates (Team sites) are used in subsite creation?**
   a. All the relevant ones are set as Collaborative Team Sites.

6. **Post-migration, what is the expectation with regards to email integration in SharePoint Office 365?**
   a. We want the SharePoint installation to be able to send and to receive emails. Because of the method we plan to use for authentication via IAMS, IAMS will be hosting an email server in between SharePoint and the public to translate from an IAMS-specific email address to the user's actual email address.

7. **Do you currently have Office 365 environment? If so, what is the subscription type?**
   a. We currently have a SharePoint 2016 setup hosted on Azure cloud virtual machine instances. Our COG offices do have an Office 365 environment for employees, but this installation should be kept separate from the SharePoint installation.

8. Are there any custom databases used? If yes, please share details?
   a. No, just off-the-shelf SharePoint modules.

9. Are there any customizations (custom sites, custom master page, custom web parts) done on current environment? If yes, what is the percentage and do should it be all taken to the new environment?
   a. Not custom programmed, but we use some home pages as a list of sites in done in basic html as a table of contents. We have some Content Rollup > Content Query webparts on most sites, but we are not sure how these would function in Modern. We have a small Javascript code on most pages to allow the breadcrumb to show the folder structure in a Document web part (~siteCollection/_catalogs/masterpage/FolderNavigation.js); it is not clear that this would be needed in Modern.

10. Are there third party tools/modules used?
    a. Not other than the FolderNavigation mentioned above.

11. It was mentioned there is no custom coding. Please confirm if there are SharePoint workflows implemented. If there are, how many are there?
    Are there any workflows implemented? If yes, what are they and do we need to reimplement them all on new environment?
    a. No SharePoint workflows.

12. Can you please elaborate on the need for "integration with the IAMS SSO system"?
    Can you share more details about the requirement for "Integration with the IAMS SSO system"?
    a. See Question 3. The IAMS system with handle user credentialing and then pass the user to SharePoint. We are interested in passing the user in as a Guest under Microsoft's definition and keeping the AD for users in IAMS Azure system.

13. Do you need resources to be 100% onsite for the duration of the engagement?
    Can the services be provided remotely?
    Can the tasks related to the RFP be performed from outside the United States?
    Are you open to 100% remote execution of the entire engagement?
    a. Tasks on RFP can be performed remotely but must be within the United States. We are open to 100% remote execution of entire engagement.

14. Are you open to a blended execution model for this engagement, with onshore and offshore talent?
    a. No.

15. For the cost, can we propose an hourly rate or are you looking for a fixed price proposal? If it is fixed price can we base this on a number of man hours over the six-month contract?
    a. An hourly rate can be proposed for all personnel involved; however, an estimate of the total hours required must be included as part of the proposal, including the project timeline, with a total price.

16. Do applicants need to be exclusive DBE companies?
    a. No.

17. Is there a format or template that COG would like to be used when submitting the Price Proposal requirement?
    a. The price proposal should be indicative of all costs expected to be incurred during the project. See Question 16: hourly rates can be included.