



**RFP 22-006 – NCRNET SHAREPOINT 2016 PORTAL MIGRATION
ADDENDUM 2
Q&A #2**

This addendum answers questions submitted by April 5, 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. **Could the government confirm if the Past Performances will be evaluated based on similar project experience with SharePoint or on the basis of the offeror's successful past performance for the agency?**
 - a. Past performance will be evaluated based upon the Proposer's previous experience with projects with similar scope of work to the RFP.
2. **Is this a Single or Multi Award Contract?**
 - a. One contract will be awarded. See Section I.
3. **Could the Government please share a template and instructions to fill the DBE Participation Form?**
 - a. The DBE participation form was excluded in error. Attachment D, the plan submission form, is attached as part of this Addendum.
4. **Please approximate the anticipated budget range for this project.**
 - a. Proposers should provide their most advantageous proposal. COG declines to provide a specific budget number.
5. **What specific vendor qualifications/credentials are required (e.g. Microsoft Gold Partner)?**
 - a. MS Gold Partner preferred, but not mandatory.
6. **Regarding the current SharePoint implementation/environment, what is SharePoint primarily used for (e.g. document management, collaboration portal, etc.)?**
 - a. COG uses SharePoint mainly as a committee document management and document collaboration portal. COG also host list modules for equipment inventories and committee membership.
7. **Are there any integrations to systems that are external to SharePoint that need to be considered/integrated to in the new solution? If so, please provide details.**
 - a. See Addendum 1, Question 12.
8. **Do you have any InfoPath forms that contain code-behind? If yes, please provide details.**
 - a. No.

If you are using MySites,

9. To what degree have they been customized?
 - a. We are not using MySites.
10. How many MySites need to be migrated?
 - a. None.

If you have any workflows that need to be upgraded/migrated,

11. What tool was used to create them (e.g. SharePoint Designer or Visual Studio)?
12. Will all running workflows be complete at the time of the migration?
13. It is unlikely that it will be possible to migration workflow histories; is this a concern?
 - a. There are no SharePoint workflows that will be migrated. See Addendum #1, Question 11.

14. Which service applications are installed/configured and in use in the current implementation?
 - a. None.

15. How many Sites Collections exist in the current implementation?
 - a. See Addendum #1, Question #4.

16. Do each of the 75 committees have their own separate site collections?
 - a. No, but there is more than one collection. See Addendum #1, Question #4.

17. What other departments/business units/teams utilize SharePoint and do each of them have a site collection?
 - a. COG has four departments that use SharePoint, it may make sense to have each in its own site collection. Right now, there are more than four.

18. Do you already own any SharePoint-related products (e.g. ShareGate, etc.) and if so, which ones?
 - a. No.

19. Are there any errors being logged or issues with the health of the farm or any of the content databases?
 - a. No.

SharePoint typically contains Documents, Lists, Pages with content/web parts, and Taxonomy (Content Types and Term Sets). All of these migrate to the Modern Experience fairly easily except for the Pages:

20. Do you need to migrate existing pages or is the intent to replace them with modern pages?
 - a. The intent is to replace them with modern pages. There is a minimal amount of html text on the committee pages that may need to be duplicated manually if it cannot be migrated.
21. Will internal staff be responsible for the remediation/redevelopment of pages?
 - a. Staff will be available to assist with page redevelopment, but the contractor should also be involved.
22. Approximately how many pages need to be remediated/developed by the consultant?
 - a. Unknown. Each committee site is generally one page with a sentence of html text.

23. On a scale from 1 to 5 where 1 represents a vendor proximal to you in the state of Washington and 5 represents a vendor in another state such as California, what is your preference for vendor proximity for this project?

a. The Metropolitan Washington Council of Governments is located in Washington, DC, as described in Section II. In any event, please see Addendum #1, Question 13.

24. Did any contractor or vendor assist with the development of this solicitation or provide you with an initial evaluation, estimates, or any other analysis related to this procurement? If so, please provide the name of all contractors and vendors. Are these contractors and/or vendors eligible to bid on this project?

a. We did not have assistance from a vendor. Initial estimates provided indicated a competitive procurement was required.

25. On a scale from 1 to 5 where 1 represents “None” and 5 represents “Expert”, can you please indicate what SharePoint/Office 365 skills you currently have in house in terms of:

Infrastructure, Administration and Maintenance	2
Information Architecture Design and Implementation	2
Content Owner/Authorship	4
PowerShell and C# Development	2

26. We typically conduct the majority of our solution delivery via virtual meetings using Microsoft Teams. Will this way of conducting project delivery meet your requirements?

a. Yes.

27. How does the IAMS system connect to your current environment?

a. See Addendum 1, Question 12.

28. When you say Office 365, do you mean Office 365 or do you mean Microsoft 365? This will make a difference in terms of licensing.

a. Office 365.

29. Are you E3, E5 or G3, G5?

a. Office 365 E3.

30. If you have Office 365, you don't need to configure Azure. What are you wanting to configure in Azure?

a. The NCRNet SharePoint is currently hosted on an Azure Virtual Instance. The license is a SharePoint 2016 server only license.

31. Are you wanting to migrate SharePoint to classic or to modern?

a. See Addendum #1, Question 2.

32. Are you thinking of future uses of automated workflows, automated forms, dashboards? Those require modern.

a. Yes.

33. How are you anticipating integrating SSO to work with Microsoft 365 and your network?
 - a. See Addendum #1, Question 12.

ATTACHMENT D: DBE PLAN SUBMISSION

DBE Participation YES ___ NO ___ (Please Check One)

PROPOSER	Name: _____	
Total Proposed Budget	Value: \$ _____	
DBE Plan	Yes ___ No ___	
Check if Prime Contractor is a DBE _____. Certification Form Must Be Attached to this form.	Certification # _____	Expiration Date: _____
DBE Certification	State: _____	Certification Type: DBE (must be DBE)
	Certifying Agency: _____	
DBE SUBCONTRACTOR 1	Name: _____	
Street Address		Tax ID #: _____
City, State, Zip		Website: _____
POINT OF CONTACT	Name: _____	Title: _____
	Email: _____	Telephone: _____
Subcontract Value	Cost \$ _____	Percentage of total ____%
DBE Performance Period	Start ___/___/___	End ___/___/___
DBE Certification	State: _____	Certification Type: DBE (must be DBE)
	Certifying Agency: _____	
Certification Form Must Be Attached to this form	Certification # _____	Expiration Date: _____

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DBE SUBCONTRACTOR 2	Name: _____	
Street Address		Tax ID #: _____
City, State, Zip		Website: _____
POINT OF CONTACT	Name: _____	Title: _____
	Email: _____	Telephone: _____
Subcontract Value	Cost \$ _____	Percentage of total _____%
DBE Performance Period	Start ___/___/___	End ___/___/___
DBE Certification	State: _____	Certification Type: DBE (must be DBE)
	Certifying Agency: _____	
Certification Form Must Be Attached to this form	Certification # _____	Expiration Date: _____

Copy for additional DBE subcontractors