

Question		Answer
1	What are user pain points that needs to be addressed?	The environment has grown to 2,500+ sites in the last few years, with no guidance or governance as to where information should be stored and structured. The Information Architecture (heretofore referred to as "IA") should provide a master plan to logically organize the existing sites for search and ease of use within the court.
2	The drivers for the 12/1/16 target date. What are the impacts of any delays?	There is a larger roadmap for SharePoint that includes infrastructure improvements. Impact of a delay are the larger project concerns and risks.
3	Are there specific features of SharePoint that you intend to leverage for this effort?	No, however the court would be interested in recommended tools for organization, clean up, governance, etc. if there are ways to automate the effort.
4	<ul style="list-style-type: none"> <li>Are there specific mobile device models and sizes of tablets that are planned to be used and are they managed by IT?</li> <li>Is there a need for true mobility, i.e. access from anywhere and any device versus more of a defined device access?</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Surface and iPads of recent vintage.</li> <li>No. This is more about a better user experience on court tablet devices, but is a lower priority in the project.</li> </ul>
5	<ul style="list-style-type: none"> <li>How many Users / Districts/ Site Owners are expected to be interviewed in Task 2 and Task 3?</li> <li>Have they already identified?</li> <li>What assumptions should we use as a basis to calculate the effort.? Ex. Standardize across 10 districts, X # Templates likely, 1000+ different site owners mainly using Team Collaboration sites, # of Content Types you are expecting, size of existing Taxonomy and Term Sets, # Workflows, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>2-3 representatives from each of the ten court districts, plus 5 from the supreme court.</li> <li>Yes, we know who the users are from each area.</li> <li>1 master template</li> </ul>
6	What are the expectations of how much time should be planned to spend with each District/Site Owner on their particular requirements? (Please provide guidelines of the # of different groups X the # of Days to be allocated to each group for Envision/ Analysis/ Design/ Configure/ Build)	Your proposal should include assumptions based on previous projects based on the answer provided in question 5.
7	<ul style="list-style-type: none"> <li>How many templates are in use today?</li> <li>How many of the existing templates going will continue being used?</li> <li>How would you plan to prioritize the sub-sites for what's worthwhile to migrate?</li> </ul>	<ul style="list-style-type: none"> <li>1 primary template with users able to start sites on their own.</li> <li>The new template will replace the existing.</li> <li>We will audit the content based on the IA and migrate appropriately.</li> </ul>

8	Does MJB care what order the Tasks / Phases are performed in? It may make some sense to do some the analysis work from Phases Three earlier in the process.	No. Feel free to customize the work phases to suit your proposal.
9	<ul style="list-style-type: none"> <li>Is it possible to divide up the work effort in this SOW into two projects?</li> <li>How would you handle project change requests for any assumptions that change?</li> </ul>	<ul style="list-style-type: none"> <li>It is fine to submit an SOW detailing two projects.</li> <li>Submit your concerns in writing to the project manager and addendums to the SOW will be considered for the project.</li> </ul>
10	The SOW lists the Service Category as: Information Architecture and Creative Design. I don't see that particular Category on our rate schedule. Can we use the rate for "Application Architecture and Design" instead?	Yes.
11	<ul style="list-style-type: none"> <li>How important is the User Experience and branding/ theme consistency across the farm?</li> <li>Were you planning for every site to be changed for consistency through common templates of some sort?</li> </ul>	<ul style="list-style-type: none"> <li>Highly important.</li> <li>Yes.</li> </ul>
12	Are you expecting the vendor to provide a UI / UX resource for this effort or will provide that skill set using in-house resources?	Vendor to provide.
13	Are all of the existing sites, sub-sites, site collections and Folders going to be migrated? If not, who will decide which ones need to be migrated?	Yes. We will decide this internally based on the recommended architecture direction.
14	Is there an existing vendor that is assisting MJB with this SharePoint effort?	No.
15	Please provide information about both the current and target MJB SharePoint environment for which this work would be performed (Version, Platform, Farm Architecture, Services, Features and 3rd Party Products)	SharePoint 2013. We will provide additional technical details to the selected vendor.

16	Please describe in more detail the business problem or the situation you are trying to solve with the role based interfaces and individual user preferences? Any additional information would help us to better understand the problem	See the answer to question 1.
17	Is your current SharePoint on premise or clouded?	On premise.
18	The RFP states "Creative design" for the UI/UX, are standards in place for the UI? Or, is the state looking for a unique look and feel and wants to start from scratch? Are customizations planned or is a SharePoint OOB delivery model suggested?	<ul style="list-style-type: none"> <li>• No, other than general color selections the court adheres to.</li> <li>• Yes.</li> <li>• We will build a custom template based on the designs versus modifying an existing.</li> </ul>
19	Could the state elaborate upon technical use indicators, such as VM for stand-alone server topology, CPU daily average spikes, etc. for your ecosystem?	We will provide additional technical details to the selected vendor as needed.
20	What governance and associated business rules are in place today - do you have an Infrastructure Governance Plan and what progress do you have on a Business Governance Plan?	The current governance is very light for providing some technical guidance to end users, but is not enforced.
21	Does the state prefer to provide project management, or should the vendor include that in the NTE resources and cost estimate?	The state will provide a project manager accountable for all deliverables and scheduling.
22	<ul style="list-style-type: none"> <li>• Is your existing SharePoint on 2010?</li> <li>• Has it already been determined what will migrate, or is that part of the planning and analysis?</li> </ul>	<ul style="list-style-type: none"> <li>• SharePoint 2013.</li> <li>• This is part of the planning and analysis. We have audits of the current content, but need direction to structure our organization's use.</li> </ul>
23	Is travel required outside of the metro area for the requirements gathering?	No.

24	<p>Please confirm that the Contracted Vendor’s high level scope of this project includes only the following:</p> <ul style="list-style-type: none"> <li>• Project Management and Planning</li> <li>• Business and User Requirements gathering</li> <li>• Redesign SharePoint Site Templates</li> <li>• Define Architecture for 2400+ sites</li> <li>• Provide consultation and guidance to the MJB team during their build process.</li> <li>• Work with MJB’s existing content audit information and site architecture (currently 2,400+ sites) to provide guidance and planning for the MJB Team to conduct content migration mapping using ShareGate and mapped spreadsheets.</li> </ul>	Confirmed.
25	Please confirm that the actual development/build for the 2400+ sites (based on the architecture defined by the contracted vendor) will be MJB’s responsibility.	Confirmed.
26	Does the 2400+ sites already exist?	Yes.
27	<p>RFP states the following as in-scope for the vendor.</p> <ul style="list-style-type: none"> <li>• Create a ‘Build Book’ that identifies functional design specifications for the Intranet site including page types, layouts, web parts, CSS styling, add-in functionality, etc.</li> </ul> <p>Please clarify on where and how MJB intend to use the “Build Book”.</p>	Build books are an artifact of the project to guide any future development and design efforts for the look and feel.
28	Please confirm that MJB will be responsible for providing any content that may have to be created or updated for the in-scope sites.	Confirmed.
29	<ul style="list-style-type: none"> <li>• Create wireframes to show site structure, page layouts and content.</li> <li>• Please clarify on where and how MJB intend to use the wireframes. Please provide any State preferred tool for creation of wireframe expected to be used as part of this project.</li> </ul>	<ul style="list-style-type: none"> <li>• Wireframes will guide the design elements.</li> <li>• Visio or any other industry standard tool is fine.</li> </ul>

30	<p>RFP states that the SharePoint re-architecture effort will consist of the following three major work phases:</p> <ul style="list-style-type: none"> <li>• Phase one: Information Gathering/Project Management</li> <li>• Phase two: Design and Build</li> <li>• Phase three – Analysis</li> </ul> <p>Does MJB have any individual timelines (Start and End date) or duration for the above 3 phases?</p>	The project is in a planning phase, so no detailed work plans have been generated.
32	Please provide details (e.g. Name, version etc.) of the browsers for which proposed application should be compatible?	IE11 and Chrome Version 50+
35	Does MJB have any restrictions in terms of deploying server side code on SharePoint farm?	No.
36	Are all the in-scope sites intranet based or internet based?	Intranet.
37	Were any third party forms, workflows or web part product used to develop existing SharePoint applications? Please clarify.	We will provide additional technical details to the selected vendor as needed.
38	In continuation to the above question No. 37, if yes, please provide more details on the third party products used.	We will provide additional technical details to the selected vendor as needed.
39	How many MJB SMEs will be allocated to this project during various phases of the project for further clarifications, reviews etc.?	3
40	What is the approximate % allocation of these SMEs to this project?	100%
41	Has MJB established funding for this project?	Yes.
42	Please specify the expected budget for this project.	That is confidential.
43	Did MJB get support from an incumbent vendor to develop the 2400+ sites?	No.

49	Please confirm that MJB is responsible for the costs of acquiring any 3rd party tools / technology (for example, web server, development, test, performance tools, source code control, database) required by various phases of the project.	Confirmed.
50	Please confirm that for tasks completed from vendor's development center, MJB will provide VPN access to the required MJB servers.	All work will be completed on site.
51	Please confirm that MJB will provide necessary office facilities, phones, cubes, pc, software, etc. to the vendor onsite resources?	Confirmed.
52	Does the vendor staff need to travel to locations other than MJB facility at MN for project purposes (Requirements Gathering etc.)? If yes, please provide locations, time/duration and frequency of such travel.	No.
53	Please confirm that MJB is expecting the Vendor to provide a Fixed Price quote for this project.	Correct, other than items that are changed/modified due to unforeseen scope changes.
54	Does the MJB have any preference w.r.t. the skills and experience of the Vendor team members who will be deployed to the project.	Vendors should have demonstrated experience with multiple IA projects in a large, matrixed organization.
55	Does MJB have any preference for onsite / offsite / offshore development?	There will be no development for this project.
56	As part of coming up with a less expensive solution, can vendor propose an approach where the Vendor has resources located outside of the US (i.e. Canada)?	Work will be completed onsite.
58	Please confirm that no bonds or damages are required under this RFP	Confirmed.
59	Will any preference be given to a particular group of companies (for example, local, non-profit, minority owned)?	Considered in final scoring, but not the deciding factor.

60	Does the Vendor need to provide any support after MJB completes the build? If yes, how many days/months of support does the Vendor need to provide?	There is no build, SharePoint is already a functioning environment.
61	Can the support be provided by offsite team? If yes, please confirm that MJB will provide VPN connectivity. If no, please confirm that MJB will provide the travel costs, in addition to the support costs.	No.
62	The RFP requests the vendor to provide work samples to demonstrate the vendor experience in various areas - Will the vendor get scored less if they are not able to share work samples owing to the confidentiality agreements that are in effect with the respective clients? Please clarify	Correct.
63	RFP states that the target date of completion for the 3 phases will be December 1st 2016 - Are there any business drivers for MJB to complete this Research, Analysis & Design work by this date?	See question 2.
64	RFP states that the Vendor is expected to "Work with MJB's existing content audit information and site architecture (currently 2,400+ sites) to provide guidance and planning for the MJB Team to conduct content migration mapping using Share Gate and mapped spreadsheets." Please confirm if the vendor role is restricted to only the planning phase of the content migration mapping activity.	Constrained to just planning phase.
65	In continuation to the above question, Does the MJB expect the vendor to be available during the actual content migration phase?	No.
66	Please confirm if vendor availability/support is required during the actual content migration, what is the planned timeline for this phase (since RFP states an end date of December 1st for the 3 phases)?	No.

67	<p>In continuation to the above question, can the support be provided by offsite team?</p> <p>If yes, please confirm that MJB will provide VPN connectivity.</p> <p>If no, please confirm that MJB will provide the travel costs, in addition to the support costs.</p>	No.
68	<p>The RFP repeatedly states that there are currently 2400+ sites that need to be re-architected. Are all these 2400+ sites actively used sites. Please clarify.</p>	Not all are active. Some will need decommissioning.
69	<p>What is the expected duration of Usability Testing?</p>	1 year.
70	<p>What is the State preferred tool to perform Usability Testing?</p>	We will take vendor recommendations for UAT.
71	<p>Other than Usability Testing, please provide other types of Testing and associated duration expected to be in-scope for Vendor?</p>	None required.
72	<p>What is the expected number of MJB SharePoint staff who would need to be trained?</p>	5 – 10 users.