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January 18, 2023

TO: All Prospective Bidders

FROM: Trent Ensley, Procurement Manager

SUBJECT: **ADDENDUM NO. 3 PWC2223020 – SharePoint Information Architecture & Content**

The specifications and bid documents are hereby modified or clarified per the attached documents.

1. Please see additional questions and answers attached.
2. The foregoing changes or clarifications shall be incorporated in the original Bid Documents and a **signed copy of this Addendum No. 3** shall accompany the bid to acknowledge the bidder's receipt and familiarity with the changes and/or clarifications. Everything else remains the same.

TE: tke

Acknowledgement:

Company _____

By _____

Date _____

Questions – Fayetteville Public Works Commission

SharePoint Information Architecture and Content Migration (RFP #PWC2223020)

1. Software solutions can vary widely depending on project budget. Our firm has successfully delivered projects across various budget ranges. To help us best meet the goals of your solicitation, can you please approximate the anticipated budget range for this project? For example, is the **anticipated** budget range:
Answer: No budget ranges are being provided at this time. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses.
2. Remote project delivery typically enables us to reduce project duration and costs. Most of the projects we do *could* be delivered 100% remotely however, we sometimes find it useful to be onsite during discovery meetings, training, etc. Considering the potential effect on project duration, resource availability, 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 on this continuum?
Answer: No requirements.
3. Please provide the following information if the current SharePoint implementation/environment is an on-premises environment:
Answer: N/A. SPO environment only.
4. Please provide additional information about the current SharePoint implementation:
 - a. What is SharePoint primarily used for (e.g., intranet, document management, collaboration portal, etc.)?
Answer: Intranet, document management, collaboration portal.
 - b. Do you already have any SharePoint-related products (e.g., ShareGate, etc.) and if so, which ones?
Answer: Yes. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
 - c. 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.
Answer: Yes. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
 - d. How many Site Collections need to be migrated?
Answer: Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
 - e. Can we assume that each Site Collection will map to a corresponding Modern Team Site/O365 Group?
Answer: Yes. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
 - f. How many Business Units will use the resulting solution?
Answer: Less than 20. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
 - g. What is the total amount of SharePoint content to be migrated?
Answer: Less than 400GB of data. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
 - h. 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:
 - Do you need to migrate existing pages or is the intent to replace them with modern pages?
Answer: Yes, migrate. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
 - Will internal staff be responsible for the remediation/redevelopment of pages?
Answer: No
 - Approximately how many pages need to be remediated/developed by the consultant?
Answer: Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
5. Regarding the migration of "data on network drives":
 - a. Approximately how many documents need to be migrated from *network file shares*?
Answer: Several Thousands
 - b. What is the total size in GB/TB of the *network file share content* to be migrated?
Answer: ~10.437 TB. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses

Note: this information can be determined by right-clicking on the top-most parent folder and selecting "Properties".
6. Regarding the "File Server Migration to OneDrive":
 - a. How many users need to have content migrated to OneDrive?
Answer: ~500
 - b. What is the total size in GB/TB of the *end user specific content* to be migrated?

Answer: ~10.437 TB. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses

7. Regarding the requirement stated as “Site retention must adhere to PWC retention policy for documents maintained within those sites”:
- Is retention based on a “big bucket” approach or more granularly based on discrete document types?
Answer: Document Types.
 - Approximately how many record categories/series/types does the solution need to support as it relates to the requirement stated as “Retention schedules and capabilities”?
Answer: Hundreds
8. On a scale from 1 to 5 where 1 represents “No Taxonomy in SharePoint” and 5 represents “A comprehensive Taxonomy in SharePoint to fully support the solution in areas such as search, workflow, and document and records management, etc.”, how would you rank your current Taxonomy comprised of Content Types, Term Sets, etc.?
Answer: N/A. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
9. On a scale from 1 to 5 where 1 represents “None” and 5 represents “Expert”, can you please indicate what SharePoint/O365 skills you currently have in house in terms of:
Answer: Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
10. Our current General and Professional Liability Insurance limits are \$2M per claim and \$2M in aggregate (i.e., versus the \$3M indicated in the RFP); will this satisfy the requirements for this solicitation?
Answer: If shortlisted as a vendor, Liability Insurance limits can be discussed with our Risk/Legal team.
11. On a scale from 1 to 5 where 1 represents a vendor proximal to you in North Carolina and 5 represents a vendor in another state such as California, what is your preference for vendor proximity for this project? In other words, please rate your preference for local vendors.
Answer: No preference
12. 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:
Answer: N/A. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
13. Regarding the requirement for “firm fixed pricing”:
- Fixed Price projects typically include a risk premium whereas, Time and Materials contracts with a Not-to-Exceed cap do not and are therefore less expensive; to confirm, are you requesting a Fixed Price for the whole project?
Answer: Yes
 - Would a Time and Materials contract contracts with a Not-to-Exceed cap and a **Fixed Labor Rate** satisfy this requirement?
Answer: Yes. Please refer to RFP Service Agreement Section
14. As an environment-conscious organization, we strive to reduce our consumption of paper and pollution, as well as printing and shipping costs, etc.; to that end, can respondents submit proposals electronically via email in lieu of hard-copy proposals if the proposal is signed by an authorized signatory and stamped with the corporate seal?
Answer: It is required that hard copies be mailed to the address in the RFP. You may send an email copy in addition, but sending hard copies via mail is required. Please refer to RFP ADDENDUM NO. 2 Vendor Questions w/Responses
15. The Vendor Information Form include a question about SDBE, Minority or Woman Owned Business Enterprises; will these types of enterprises receive any special consideration in this procurement and if so, what consideration (e.g., points automatically added to evaluation score)?
Answer: US Government recognized SDBE, Minority or Woman Owned Business are provided first consideration over other qualified offerors.
16. We typically conduct the majority of our solution delivery via virtual meetings using Microsoft Teams because this:
- Reduces the cost of the project in terms of both travel time and expenses
 - Enables us to record the sessions for review by anyone who could not attend and/or for future reference
 - Enables participants from multiple customer locations to participate independent of their location
 - Enables us to have the most qualified resource on our team conduct the session, independent of location
- Will this way of conducting project delivery meet your requirements?
Answer: Yes. Please refer to RFP Service Agreement Section