COURT OF APPEAL, THIRD APPELLATE DISTRICT
SHAREPOINT SERVER MODERNIZATION BUILD
RFP 3DCA 21/22-02

QUESTIONS AND RESPONSES

Question 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:

     a. Less than $50,000
     b. $50,000 – $75,000
     c. $75,000 – $100,000
     d. $100,000 – $125,000
     e. $125,000+

Response to Question 1. As part of the RFP, the Court is requiring a detailed line item showing costs for the proposed services that will be delivered. The Court anticipates the cost to be less than $50,000.

Question 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?

Response to Question 2. On a scale of 1 to 5, the requirement on this continuum is four (4). The service provider shall deliver a validated "pre-production site" on the Court's Office365 cloud. The "pre-production site" will be equivalent to the go-live site with limited permissions. The Court shall provide the service provider with the appropriate accounts, access, and permissions to build the site.

Question 3. What qualifications are you looking for in an implementation partner? For example, we have multiple Microsoft Gold and Silver Competencies, Microsoft SharePoint Certified Masters, etc.; will the proposal scoring take our credentials into account?

Response to Question 3. For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities as stated in the RFP should be provided. Per the RFP Evaluations of Proposals it states that scoring will be done in the category of Organization Information and Qualifications.

Question 4. On a scale from 1 to 5 where 1 represents a vendor proximal to you in Sacramento and 5 represents a vendor in another city such as Los Angeles, what is your preference for vendor proximity for this project? In other words, please rate your preference for local vendors.

Response to Question 4. The Court's preference for local vendors is a three (3).

QUESTIONS AND RESPONSES

Question 5.

Regarding the SharePoint 2013 environment:
   a. Are there any Farm-level Solutions or third-party products installed; if so, please provide details. **Webparts/Apps are used on the Foundation server and in the Office 365 cloud.**
   b. If you have customizations that involve custom code (e.g.[,] C#): **NO**
      i. Will these customizations be used in the new solution, or will they be re-implemented using the modern features of the platform? **NA**
      ii. Will internal staff be responsible for remediation, as needed, related to any custom components? **NA**
      If so, please provide sufficient details to estimate this item. **NA**
   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. NO
   d. If you are using MySites: **NO**
      i. To what degree have they been customized? **NA**
      ii. How many MySites need to be migrated? **NA**
   e. If you have any workflows that need to be upgraded/migrated: **NO**
      i. What tool was used to create them (e.g.[,] SharePoint Designer, Nintex, or Visual Studio)? **NA**
      ii. Will all running workflows be complete at the time of the migration? **NA**
      iii. It is unlikely that it will be possible to migration workflow histories; is this a concern? **NA**
   f. Which service applications are installed/configured and in use in the current implementation?
   g. Do you have licensing for any other SharePoint-related products (e.g.[,] ShareGate, etc.) and if so, which ones? **NO**
   h. Can we assume that each Site Collection will map to a corresponding O365 Modern Team Site/Group? **YES**
   i. What is the total amount of content to be migrated? **SharePoint site**
   j. Are there any errors being logged or issues with the health of the farm or any of the content databases? **NO**
   k. SharePoint typically contains Documents, Lists, Pages with content/web parts, and Taxonomy (Content Types and Term Sets). All of these migrate to the O365 Modern Experience fairly easily except for the Pages:
      i. Do you need to migrate existing pages or is it acceptable to replace them with modern pages? **The Court would like to migrate existing pages, but is open to replace them with modern pages, if necessary.**
      ii. Will internal staff be responsible for the redevelopment of pages? YES
      iii. Approximately how many pages need to be developed by the consultant? **The Court seeks to enter into a Services Agreement**

QUESTIONS AND RESPONSES

> **with a suitable vendor who can assist with the move and upgrade of the Court's internal SharePoint 2013 website.**

Responses to Question 5. See responses above.

Question 6.

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:

    a. Infrastructure, Administration and Maintenance **Two**
    b. Information Architecture Design and Implementation **Two**
    c. Content Owner/Authorship **Two**
    d. PowerShell and C# Development **Two**

Responses to Question 6. See responses above.

Question 7.

Regarding the project scope stated as "Integrating *any forms* or currently used web parts into the modernized structure":

    l. Are these InfoPath Forms and if so: **NO**
        i. How many forms need to be replaced? **NA**
        ii. Do any contain code-behind? If yes, please provide details. **NA**
        iii. Can you please provide screenshots of the forms? **NA**
    m. If not:
        i. How many forms are to be developed and what are they?
        ii. What is the average number of fields per form?
        iii. Can you please provide PDF copies or mockups of all forms to be developed as part of this solicitation?

Responses to Question 7. See responses above.

Question 8.

Section 3, Item 4 indicates the following:

RFP Response Due 3DCA-Info@jud.ca.gov	**May 24, 2022**

    a. This contradicts the solicitation website, which indicates that "Proposals are due no later than 4:30 p.m., Pacific Time, on Friday, **May 20, 2022**".   Which due date is correct? **The correct due date is May 24, 2022**

    b. Section 6.2 indicates that "The Proposer must submit **two (2) original** hard copies" which seems to contradict the instructions above. As an environment-

QUESTIONS AND RESPONSES

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? **Please follow the process explained in the RFP, Section 6.0 – Submission of Proposals.**

Responses to Question 8. See responses above.

Question 9. How many O365 users should we account for as it relates to product pricing, implementation services scoping, etc.?

Response to Question 9. 150 Users

Question 10. Did any contractor or vendor assist with the development of this solicitation or provide you with an initial assessment, review, evaluation, estimates, or any other analysis related to this initiative? If so:

    a. Please provide the name of all contractors and vendors
    b. Are these contractors and/or vendors eligible to bid on this project?

Response to Question 10. NO

Question 11. 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?

Response to Question 11. YES

Question 12. Whether companies from Outside USA can apply for this (like, from India or Canada)

Response to Question 12. NO

Question 13. Whether we need to come over there for meetings?

Response to Question 13. Meetings will be conducted via teleconference with the Court Executive Officer, Information Systems department, and other stakeholders at the Court to discuss the intranet (no in-person travel shall be required).

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Question 14. Can we perform the tasks (related to RFP) outside USA?

Response to Question 14. **NO**

Question 15. Can we submit the proposals via email?

Response to Question 15. **Please follow the process explained in the RFP, Section 6.0 – Submission of Proposals.**

Question 16. How many users would be using SharePoint Online?

Response to Question 16. **150 Users**

Question 17. How large is the current on-premise SharePoint content database?

Response to Question 17. **Entire SharePoint site**

Question 18. How much data from the on-premise site would potentially need to be migrated[?] If the content is migrated is it necessary to bring over metadata attached to the content, if so, which metadata is required (author, date, other, etc.)?

Response to Question 18. **The Court seeks to enter into a Services Agreement with a suitable vendor who can assist with the move and upgrade of the Court's internal SharePoint 2013 website.**

Question 19. Do any workflows or customizations exist in the on-premise implementation that would need to be migrated

Response to Question 19. **NO**

Question 20. From a cost perspective are you looking for us to provide office 365 licensing cost, it is mentioned in 7.2 . Additionally, hosting is also mentioned as a line item here.

Response to Question 20. **Per the RFP appropriate SharePoint and Office 365 licenses have already been procured. The final product must utilize the Court's licensed version of SharePoint through the Office 365 portal. Recommendations for any additional licenses needed to complete this project, such as Third-Party migration tools should be included in the RFP. The site will move from an on-premise server to the Court's Office 365 online portal.**

Question 21. For the professional services cost are you looking for a fixed amount, range[,] or an hourly rate?

Response to Question 21. **As part of the RFP, the Court is requiring a detailed line item showing costs of the proposed services that will be delivered.**

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Question 22. It is difficult to provide a fixed cost or range, without seeing the current site or being walked through it. Is it a requirement to be certified to do business in CA by the proposal due date?

Response to Question 22. **YES**

Question 23. Page 9 of your RFP, Section i., sub-section i. Proof of Good Standing: Please clarify what you are requesting as proof. Are you asking for references from prior projects and, if so, do they need to be referrals from projects completed in California? Alternatively, are you requesting some sort of certification; if so, please elaborate.

Response to Question 23. **Proof that the Bidder, if a corporation, limited liability company, or limited partnership is in good standing and qualified to conduct business in California. The Court will verify with the Secretary of State that the vendor is in good standing.**

Question 24. Are any of the web parts mentioned on Page 2, Section 2, points 2.4 and 2.5, customized or developed using CSS or SharePoint.Net Framework?

Response to Question 24. **NO**

Question 25. How many Teams sites are actively being used and will they need to be considered for this RFP?

Response to Question 25. **The server is organized on one main site and ten sub-sites. The "main site" is called Home. The ten sub-sites include: Admin/HR, COVID, Community, Education, Technology, Library, E-Filing, Justices, Judicial Assistants, and Attorneys. Access to some pages and content are role dependent.**

Question 26. Can we offer to develop customized webpart to be used on the landing pages, making the Modern Experience have a more appealing User Interface?

Response to Question 26. **YES**

Question 27. Migration is listed in the deliverables section of the RFP. We have performed many migrations using a migration tool in order to retain the metadata and do have experience with the SharePoint Migration Tool and ShareGate. The preferred migration tool is Sharegate, but it comes at the expense of subscribing to a license that is owned by the organization. Should we expect that CA Courts will have a migration tool available and retaining the metadata is a requirement?

Response to Question 27. **Third-Party migration tools should be included in the RFP.**

QUESTIONS AND RESPONSES

Question 28. Does the CA Courts have a certain budget in mind for completing the project?

Response to Question 28. **As part of the RFP the Court is requiring a detailed line item showing costs of the proposed services that will be delivered. The Court anticipates the cost to be less than $50,000.**

Question 29. Is there a specific timeframe that the project needs to be completed and in production?

Response to Question 29. **The service provider shall deliver a proposed project plan consistent with agreements made during contract negotiation. The plan will provide detailed objectives and address the provider's role and the Court's role for each of the following areas:**

1. **Work Structure,**
2. **Project schedule,**
3. **Quality management,**
4. **Change management,**
5. **Issue management and escalation,**
6. **Communication,**
7. **Acceptance management,**
8. **Training for site administrators and,**
9. **Transition management.**

Question 30. Is a role-based resume acceptable?

Response to Question 30. **For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities as stated in the RFP should be provided.**

Question 31. On your timeline, #4 states RFP Response Due 05-24-2022 and you list the email address; however, in your Submissions of Proposals section, you state that they must be submitted in a sealed envelope. Can you please clarify.

Response to Question 31. **Please follow the process explained in the RFP, Section 6.0 – Submission of Proposals.**

Question 32. How many O365 licensed users are there?

Response to Question 32. **150**

Question 33. What license types are the users? (E1 vs E3 vs E5)

Response to Question 33. **The Court has G3 and G5 licenses.**

QUESTIONS AND RESPONSES

Question 34. Do we have external users and/or guest access requirements?

Response to Question 34. **No, per the RFP this is not a public facing site. None, just external sharing is allowed, if requested.**

Question 35. Is Microsoft Teams being used for VOIP?

Response to Question 35. **YES**

Question 36. Is there an incumbent providing these services?

Response to Question 36. **YES**

Question 37. Are there any 3rd party or custom-developed webparts or solutions that need to be considered for the migration and upgrade?

Response to Question 37. **Webparts/Apps are used on the Foundation server and in the Office 365 cloud.**

Question 38. How much content (GB) needs to be migrated?

Response to Question 38. **SharePoint site (25TB per site).**

Question 39. How much effort will the vendor put into identifying and organizing content prior to migration and upgrade?

Response to Question 39. **The new site will integrate or move existing data files from the on-premise server to the new location and organize it into appropriate and logical subsites linked through the main hub, utilizing appropriate web parts and apps. Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES.**

Question 40. Are there forms or workflows from SharePoint Foundation 2013 that will need to be converted or rebuilt in SharePoint Online/M365?

      a. If so, what technologies were used to create the forms or workflows in SP2013? (e.g., InfoPath, SharePoint Designer, Nintex) **NA**

Response to Question 40. **Webparts/Apps used on the Office 365 cloud include: Forms, Stream, OneDrive for Business, and Power Automate but nothing is set, each site is managed by the owner to be their own IT for its operations.**

Question 41. Are there any custom search configurations that need to be maintained, such as custom search refiners or connections to non-SharePoint sources?

Response to Question 41. **YES**

QUESTIONS AND RESPONSES

Question 42. Section 2.2, how is role-dependent access currently controlled? (e.g., SharePoint groups, Active Directory security groups, distribution lists, 3rd party applications or other identity solutions)

Response to Question 42. **SharePoint/Active Directory**

Question 43.

Response to Question 43.

Section 2.3, do the ten sub-sites also have another layer of sub-sites underneath them? **YES**

      b. If so, how many total sites and subsites currently exist? **Various**

      c. Section 3.2, what license is currently given to end users? (i.e., G3, G5)

        The Court has G3 and G5 licenses.

Question 44. Section 3.3, point D, can you please elaborate on your requirements and expectations of "Modernizing the SharePoint site"?

Response to Question 44. "? **The Court seeks to enter into a Services Agreement with a suitable vendor who can assist with the move and upgrade of the Court's internal SharePoint 2013 website.**

Question 45. Section 3.3, point E, what do you consider to be "Information Management best practices"?

Response to Question 45. **Industry Best Practices of Information Management.**

Question 46. Section 3.3, point E, what is meant by "Teams integration"?

Response to Question 46. **Connecting to a Microsoft 365 group for Teams integration (migration).**

Question 47. Section 3.3, point F, are you open to the vendor proposing new modern designs to suit your needs?

Response to Question 47. **YES**

Question 48. Approximately how many user-focused content pages exist in the current Intranet, not including document library or list views?

Response to Question 48. **3rd District SharePoint site is all user focused.**

Question 49. Coversheet says responses are due "Wednesday, May 20, 2022, No Later Than 4:30pm Pacific Time" and timeline table on page 5 says responses are due "May 24, 2022". Which is the correct due date for proposal responses?

Response to Question 49. **May 24, 2022**

QUESTIONS AND RESPONSES

Question 50. What is the size (in GB) of the SharePoint 2013 Intranet site that needs to be migrated?

Response to Question 50. **25TB SharePoint Site**

Question 51. Are there any SharePoint Designer/Custom workflows associated with the SharePoint 2013 Libraries?

Response to Question 51. **Nothing is set, each site is managed by the owner to be their own IT for its operations.**

Question 52. Are there any third-party applications/software used in the SharePoint 2013 Intranet Site?

Response to Question 52. **Webparts/Apps are used on the Foundation server and in the Office 365 cloud.**

Question 53. Are there any third-party tools used to enhance the SharePoint 2013 list forms?

Response to Question 53. **NO**

Question 54. Does the SharePoint 2013 Intranet site have any integration with external data sources (for Example CRM)?

Response to Question 54. **None, just external sharing is allowed, if requested.**

Question 55. Have all the existing on-premises active directory user accounts migrated to Azure AD?

Response to Question 55. **Some have and others are by invitation only.**

Question 56. Are there any Custom Visual studio SharePoint Solutions used in the SharePoint 2013 Intranet site?

Response to Question 56. **No**

Question 57. Does any of the SharePoint Libraries use custom word templates with quick parts?

Response to Question 57. **NA**

Question 58. It appears the Court already has O365 SharePoint hosting implemented. Please clarify what additional software the Court might want hosted.

Response to Question 58. **Please see page 2 – DESCRIPTION OF BUSINESS NEED.**

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Question 59. Given we are still in a COVID environment, in lieu of the hard copies requested, will the Court allow the proposal to be submitted via email?

Response to Question 59. **Please follow the process explained in the RFP, Section 6.0 – Submission of Proposals.**

Question 60. Proposal Contents: It appears there is a duplicate item listed in the proposal contents (RFP Page 8) – items C and E both state 3 client references are required. Please confirm this is an error and no other items are required in that section.

Response to Question 60. **This was a mistake and only item C will be needed.**

Question 61. Standard Terms and Conditions: It is stated within the Standard Terms and Conditions document (Page 3) that the Court has the right to withhold 15% on invoices, until acceptance of the final deliverable. This 15% withhold per invoice is a concern and we ask that the requirement be removed, or downward adjustment made for small business enterprises. Will this be acceptable?

Response to Question 61. **NO**

Question 62. Can the Court share the expected duration of this project? Additionally, is there a maximum project budget identified?

Response to Question 62. **The new site will integrate or move existing data files from the on-premise server to the new location and organize it into appropriate and logical subsites linked through the main hub, utilizing appropriate web parts and apps. Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES. As part of the RFP, the Court is requiring a detailed line item showing costs of the proposed services that will be delivered. The Court anticipates the cost to be less than $50,000.**

Question 63. It appears this is a fully remote position, is this correct?

Response to Question 63. **The work of the service provider will consist of: Meeting via teleconference with the Court Executive Officer, Information Systems department, and other stakeholders at the Court to discuss the intranet (no in-person travel shall be required).**

Question 64. How large is the SharePoint 2013 content database (in GB)?

Response to Question 64. **25TB per site**

Question 65. How many Microsoft Teams exist?

Response to Question 65. **NA**

QUESTIONS AND RESPONSES

Question 66. How many Workflows exist in the SharePoint 2013 environment?

Response to Question 66. **Nothing is set, each site is managed by the owner to be their own IT for its operations.**

Question 67. Are there InfoPath Forms in the SharePoint 2013 environment?
  o   If so, how many?

Response to Question 67. **NO**

Question 68. Are there any third-party tools utilized in the SharePoint 2013 environment?

Response to Question 68. Nothing is set, each site is managed by the owner to be their own IT for its operations.

Question 69. Are there other Court departments outside of the 10 subsites that were outlined (Admin/HR, COVID, Community, Education, Technology, Library, E-Filing, Justices, Judicial Assistants, and Attorneys)?

Response to Question 69. **NO**

Question 70. Is the current Home site a single site collection with 10 subsites, or is it a collection of multiple site collections?

Response to Question 70. **Single**

Question 71. Are there subsites under the 10 subsites?

Response to Question 71. NO

Question 72. Is the current Home site actively used and updated?

  o   Are there sites that will be archived or deprecated? **NA**

  Response to Question 72. YES

Question 73. Are any of the current Home sites used for collaboration where different departments are working on the same documents, or are they used just to disseminate information?

Response to Question 73. YES

Question 74. Will the project include applying sensitivity or retention labels to the new environment?

Response to Question 74. NA

QUESTIONS AND RESPONSES

Question 75. How many departments have a MS Teams presence (one or more MS Teams sites)?

Response to Question 75. Various

- o Will these need to be integrated into the new Home site? **Per the RFP, connecting to a Microsoft 365 group for Teams integration is part of the need.**

- o Will these need to be branded/themed similarly to the new Home site? **Per the RFP, connecting to a Microsoft 365 group for Teams integration is part of the need.**

Question 76. Is there a need for Organizational Change Management as part of the project?

Response to Question 76. YES

Question 77. Will the Court of Appeal be responsible for fixing broken links?

Response to Question 77. YES

Question 78. Regarding "…some forms and functionality reside separately on orphaned SharePoint pages in the Office 365 cloud" – Is this migrated material from SharePoint 2013, or new content?

- o Will these orphaned pages need to be integrated into the new Home sites?

Response to Question 78. Yes, discussion with the customer will be needed.

Question 79. Will the Court be creating M365 groups to replace all of the SharePoint groups used for access management?

Response to Question 79. Need to discuss further.

Question 80. Not all SharePoint 2013 webpart (i.e.[,] blog) have equivalents in SharePoint Online. Would the Court consider 3rd party webparts to augment the out-of-the-box webparts?

Response to Question 80. Per the RFP Section 3.2, the final product must utilize the Court's licensed version of SharePoint through the Office 365 portal. Recommendations for any additional licenses needed to complete this project, such as Third-Party migration tools should be included in the RFP.

Question 81. Do you currently use any third-party solutions?

Response to Question 81. NO

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Question 82. Are you currently sharing content types or other metadata in the site hierarchies in your current site collections?

Response to Question 82. NA

Question 83. What is the state of current information architecture in SharePoint environment? **Maintained outside of our area.**

Do you have managed metadata terms set? Discussion to be held, if selected, with all parties.

Has this been discussed and documented? **NO**

Response to Question 83. See responses above.

Question 84. Has the Team adopted usage of MS Teams? **YES**

Will you be interested in a[n] integrated collaborative solution using additional Office 365 apps such as Flow, Power BI, Power Apps etc. **Yes, can be discussed.**

Response to Question 84. See responses above.

Question 85. How many environments will the vendor have to implement?

Response to Question 85. Per RFP, the service provider shall deliver a validated "pre-production site" on the Court's Office365 cloud. The "pre-production site" will be equivalent to the go-live site with limited permissions. The Court shall provide the service provider with the appropriate accounts, access, and permissions to build the site.

Question 86. Do you have separate O365 test tenant?

Response to Question 86. There are two tenants that have licensing for SharePoint.

Question 87. Existing O365 tenant is GCC or commercial tenant?

Response to Question 87. Maintained outside of our area.

Question 88. Is multi-lingual a requirement?

Response to Question 88. Possibly.

Question 89. [Are] there any requirements for external user access to the system?

Response to Question 89. None, just externa sharing is allowed, if requested.

Question 90. Please share your budget or budget range for this project?

Response to Question 90. As part of the RFP, the Court is requiring a detailed line item showing costs for the proposed services that will be delivered. The Court anticipates the cost to be less than $50,000.

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Question 91. Is it possible to see a demo of your current systems?

Response to Question 91. If you were to be selected, yes.

Question 92. You are on Office 365, what type of licenses are being used?

Response to Question 92. The Court has G3 and G5 licenses.

Question 93. Are there any custom solutions that you know you want to implement?

Response to Question 93. NO

Question 94. Do we need to implement custom branding and theme?

Response to Question 94. Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES.

Question 95. Is there any integration with any external application or database?

Response to Question 95. Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES.

Question 96. What type of documentation is required?

Response to Question 96. Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES.

Question 97. Do you need a custom responsive UI design for the new Intranet solution? What type of training is required?

Response to Question 97. NA, but can discuss further, if you were selected.

Question 98. Is there a separate design requirement for mobile and tablet devices?

Response to Question 98. Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES.

Question 99. Would you like us to completely redefine branding for the Intranet Solution?

Response to Question 99. If this is part of your RFP, please make sure that you add the necessary information when submitting.

Question 100. Do you have integration with any other application (ERP, CRM, etc.)? **NO**

If yes, please specify the applications and how are they integrated. **NA**

Will you be setting up Development, Test/Staging and Production environments with appropriate configuration, or is it assumed to be the vendor's responsibility? **Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES.**

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Response to Question 100. See responses above.
Question 101. Is there a need for personalized or role-based content? **Response to Question 101.** YES
Question 102. Are offshore resources okay to be used on this project? **Response to Question 102.** NO
Question 103. Is there a taxonomy that needs to be implemented or is this a part of the discovery and implementation phase? **Response to Question 103.** Part of the discovery.
Question 104. Regarding training, are you looking either 1:1 and group training only or would you like to see proposals that include production of video based training approach[?] **Response to Question 104.** As part of the RFP, the Court is requiring a detailed line item showing costs of the proposed services that will be delivered.
Question 105. Will the wireframes be needed for design of out of the box capability or will it include custom elements as well? **Response to Question 105.** No custom elements.
Question 106. Is there licensing in place for Power BI, PowerApps, and Power Automate? **Response to Question 107.** Appropriate SharePoint and Office 365 licenses have already been procured.
Question 107. Will all COURT OF APPEAL, THIRD APPELLATE DISTRICT stakeholders be available for initial RA / Discovery meetings? **Response to Question 107.** Meeting via teleconference with the Court Executive Officer, Information Systems department, and other stakeholders at the Court to discuss the intranet.
Question 108. Does [the] COURT OF APPEAL, THIRD APPELLATE DISTRICT use any tools / platform for Training? **Response to Question 108.** O365 and Teams.
Question 109. Will [the] COURT OF APPEAL, THIRD APPELLATE DISTRICT share any existing templates for documentation? If not, we will follow our standards/templates for all the necessary documentation? **Response to Question 109.** Yes, if selected, the Court can share.

QUESTIONS AND RESPONSES

Question 110. Does [the] COURT OF APPEAL, THIRD APPELLATE DISTRICT [have] any projected timeline/target date for implementation?

Response to Question 110. **As part of the RFP, the Court is requiring a detailed line item showing costs of the proposed services that will be delivered.**

Question 111. How are you using meta data to improve content searchability?

Response to Question 111. **Need to work with other parties that assist.**

Question 112. Is there going to be rearchitecting/reorganizing involved with the migration of content?

Response to Question 112. **Part of the RFP is developing a migration strategy Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES.**

Question 113. Is Search currently customized using custom Display Templates?

Response to Question 113. **No, but will need to work with other parties to assist.**

Question 114. Does [the] COURT OF APPEAL, THIRD APPELLATE DISTRICT own or prefer a specific migration tool?

Response to Question 114. **No, but Third-Party migration tools should be included in the RFP.**

Question 115. Is there a specific methodology that [the] COURT OF APPEAL, THIRD APPELLATE DISTRICT uses for Content Strategy and Planning?

Response to Question 115. **Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES.**

Question 116. Does [the] COURT OF APPEAL, THIRD APPELLATE DISTRICT use any tools / platform for Training?

Response to Question 116. **Please see question 109.**

Question 117. How much the content database in GB to be migrated?

Response to Question 117. **SharePoint site (25TB per site).**

Question 118. Could you please share the high-level architecture of your current intranet?

Response to Question 118. **Yes, if selected the Court can share.**

Question 119. How many pages [does] the current intranet have?

Response to Question 119. **25TB per site.**

QUESTIONS AND RESPONSES

Question 120. Has the Active Directory configured and role assigned for users?

Response to Question 120. YES

Question 121. Do you plan to re-architect the current site architecture and hierarchy or keep the current ones as is when moved to online?

Response to Question 121. Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES. The Court is seeking a qualified service provider to assist with the move and upgrade of the Court's internal SharePoint 2013 website. The site will move from an on-premise server to the Court's Office 365 online portal. The software will upgrade to the current version of SharePoint. The end-product will not be a public facing site. The new site will integrate or move existing data files from the on-premise server to the new location and organize it into appropriate and logical subsites linked through the main hub, utilizing appropriate web parts and apps.

Question 122. Do you have any custom solutions deployed?

Response to Question 122. NO

Question 123. Are there any custom site definitions?

Response to Question 123. NO

Question 124. Please provide details on any Custom Developed Solutions (e.g.[,] Event handler, web parts, timer jobs, custom workflow etc.)?

Response to Question 124. Yes, if selected the Court can share.

Question 125. How many InfoPath forms are there?

Response to Question 125. NO

Question 126. Do you have any Administrator approved InfoPath forms i.e.[,] InfoPath form that have any C# code[?] If yes, how many?

Response to Question 126. NA

Question 127. What type of workflows are there in your current system?

Response to Question 127. Webparts/Apps used on the Office 365 cloud include: Forms, Stream, OneDrive for Business, and Power Automate but nothing is set, each site is managed by the owner to be their own IT for its operations.

Question 128. Are there any Out of the box workflows? How many?

Response to Question 128. See question 128.

QUESTIONS AND RESPONSES

Question 129. Are there any SP Designer workflows? How many?

Response to Question 129. See question 128.

Question 130. Are there any Visual Studio State sequential or state machine workflow? How many?

Response to Question 130. See question 128.

Question 131. What is the complexity of workflows present in the system?

Response to Question 131. See question 128.

Question 132. Do you have any content source that are outside SharePoint like Network File share, external intranet applications, etc.?

Response to Question 132. YES

Question 133. Are there any Managed Properties used?

Response to Question 133. YES

Question 134. Have you undertaken the data clean-up activity or is this part of this engagement?

Response to Question 134. Part of the engagement.

Question 135. Are you looking to convert all sites to modern UI?

Response to Question 135. Yes, as part of the RFP is developing a migration strategy. Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES.

Question 136. Do you have any custom master pages?

Response to Question 136. NO

Question 137. Do you have any custom page layouts?

Response to Question 137. NO

Question 138. Do you have any custom CSS and scripts?

Response to Question 138. NO

Question 139. "Are you looking for Minimal Customization for Branding i.e.[,] more of the out of the box UI with use of SP Theme engine or are you looking for advanced branding with complete redesign of UI, new page layouts and master pages?"

Response to Question 139. Part of the RFP is incorporating Court branding elements.

COURT OF APPEAL, THIRD APPELLATE DISTRICT
SHAREPOINT SERVER MODERNIZATION BUILD
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QUESTIONS AND RESPONSES

Question 140. How many users will be accessing the SharePoint online system?

Response to Question 140. 150.

Question 141. Project Management: Will [the] COURT OF APPEAL, THIRD APPELLATE DISTRICT consider using an Agile/Iterative methodology?

Response to Question 141. As part of the RFP, the Court is requiring a detailed project plan. Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES.

Question 142. Have you performed an analysis of business objectives and business capabilities?

Response to Question 142. NO

Question 143. Which browsers and versions are fully supported by your organization's IT Department?

Response to Question 143. Per the RFP, PLEASE SEE Page 2, DESCRIPTION OF BUSINESS NEED, SECTION 2.7.

Question 144. Have you Run Pre-Migration Analysis Reports on your Source Environments?

Response to Question 144. NO

Question 145. Does your organization have an Enterprise Search?

Response to Question 145. YES

Question 146. Please describe any other general search requirements / expectation that you have[?]

Response to Question 146. Please see RFP.

Question 147. Does your current environment make use of custom forms that would need migrating?

Response to Question 147. NO

Question 148. Please provide any inventory of such usage, if available[.]

Response to Question 148. NA

Question 149. Would you like to hear about URL Redirection options to ease the transition for your users, post-migration?

Response to Question 149. Yes, as part of the RFP that is submitted.

QUESTIONS AND RESPONSES

Question 150. Do you have a[n] Incident, Quality, Change Management process in your organization that you intend to apply as a part of this project?

Response to Question 150. NO

Question 151. Does your current intranet solution support external access? Do you expect to need this migrated to Office 365?

Response to Question 151. None, just external sharing is allowed, if requested.

Question 152. How many site collections and sites [are] to be migrated to O365?

Response to Question 152. NA

Question 153. Please share the list of workflows/ functionality which currently resides in SP2013?

Response to Question 153. See question 128.

Question 154. Please share the details of existing SP2013 farm?

Response to Question 154. NA

Question 155. What is the version of existing SP2013 farm?

Response to Question 155. NA

Question 156. When was the SP2013 farm was patched last time?

Response to Question 156. NA

Question 157. How many departments are there currently?

Response to Question 157. Please see page 2 – DESCRIPTION OF BUSINESS NEED.

Question 158. Please consider online proposal submission as the primary mode of submission and sealed submission as secondary mode for this RFP.

Response to Question 158. Please follow the process explained in the RFP, Section 6.0 – Submission of Proposals.

Question 159. Please provide details on the duration of post migration "Maintenance and Support" period required as part of this engagement.

Response to Question 159. As part of the RFP, the Court is requiring a detailed project plan. Please see page 2 – DESCRIPTION OF SERVICES AND DELIVERABLES.

QUESTIONS AND RESPONSES

Question 160. Referring to section 2.0, we understand the Court has already procured the O365 license, therefore we would like to clarify the following Cost items listed in section 7.2 the vendor needs to provide the cost for Professional Services and Maintenance and Support assuming the licensing and hosting cost will be handled by the court as part of their O365 licenses. Correct? a. Please clarify this as 50 points are on the cost which includes "ongoing fees for consumption of services" where the consumption cost is part of the O365 license between the Court and Microsoft.

Response to Question 160. Licensing – any Third Party costs associated, Hosting – any costs if hosted by you, and yes Professional Services and Maintenance and Support to be included.

Question 161. We would like to request for 2 weeks of extension for proposal submission if the court only accepts sealed submissions.

Response to Question 161. Please follow the process explained in the RFP, Section 6.0 – Submission of Proposals.