

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CRUZ



SharePoint Project RFQ Questions & Answers

The following are questions submitted by interested vendors regarding the SharePoint Project Request For Quote and the Court's corresponding responses to those questions.

1. What will be the duration of the project? If you could share the estimated number of hours that a SharePoint Developer will be working?

The work must be completed by February 28, 2025. The Court is unable to estimate the number of hours for this project, but the RFQ responses will need to have quoted the hourly rate for services in the unit price section.

2. What is the work location?

The primary site is located in the city of Santa Cruz in California. However, remote development will be considered for this project.

3. Is there any budget allocated to this project?

Due to the competitive nature of the RFQ process, the Court is unable to provide a total budget for the project at this time.

4. How many resumes/resources could be proposed for this RFQ by a vendor?

The Court is willing to accept a maximum of 5 proposed resumes/resources per vendor.

5. Is the Court seeking for just one developer to perform the services/scope?

The court does not desire to contract several positions.

6. What are firms required to submit as the proposal response?

As specified in the RFQ.

7. Is the Court looking for firms to provide an approach to the Scope provided in the solicitation?

The court expects the firm to be able to provide the services in conjunction with working very closely with court personnel.

8. For the Quote, are firms required to provide the unit price per person or an overall price for the complete project?

Price per hour of work and an estimate of hours. The court may not have budget to complete the scope but will make that determination.

9. In order to provide the ability to provide resources to perform the services, are firms required to provide resumes of the proposed personnel?

This is optional, but do not provide more than 5.

10. In the questions already answered by the Court it states, "We are willing to accept a maximum of 5 proposed resumes/resources per vendor." Could the Court please clarify if all 5 resources will perform the work or will the Court pick only one/some?

If resumes are provided the court intends to interview the individuals, but not required.

11. How can firms satisfy the ability to provide all services as defined in Attachment A mentioned in the Evaluation Criteria? Are firms required to provide a response to all the services mentioned in Attachment A?

Vendor signature on returned RFQ constitutes acceptance of RFQ requirements.

12. How can firms satisfy the Ability to Meet Schedule for services with a contract execution of 6/12/24 to be completed by 2/28/25 mentioned in the Evaluation Criteria? Are firms required to provide a schedule of services or will a statement suffice?

Vendor signature on returned RFQ constitutes acceptance of RFQ requirements.

13. For the Quote, there is a box for an extension price. Could the Court please clarify if this is for services performed after 2/28/25 or what is meant by extension?

The total cost to complete scope.

14. For the Quote can the Court please clarify what is meant by Unit Price and Extension?

Hourly rate, (see response in 8).

15. Should firms follow the Evaluation Criteria as the proposal format?

Yes.

16. If the proposed candidates are not available at the time of contract award, can these be replaced by equally qualified candidates?

Not applicable.

17. Could the Court please kindly grant an extension for the due date submission?

No extensions will be granted. The court must be in contract 6/2024.

18. Is the utilization of subcontractors permitted by the Court for this project?

No.

19. Attachment A point 7. Assumptions and Constraints states "The organization holds Microsoft G5 licensing, ensuring access to advanced features and functionalities within the SharePoint ecosystem". Could the Court please clarify if this is a mandatory requirement?

Unsure what is being asked. The court is stating that it has G5 licensing.

20. Attachment A point 7. Assumptions and Constraints states "The organization holds Microsoft G5 licensing, ensuring access to advanced features and functionalities within the SharePoint ecosystem". Is it necessary to provide any proof of the licensing alongside the proposal response?

Same response in question 15.

21. Attachment A point 7. Assumptions and Constraints states "The organization holds Microsoft G5 licensing, ensuring access to advanced features and functionalities within the SharePoint ecosystem". Can the Court please clarify if firms can use a subcontractor to comply with this requirement?

Same response in question 15.

22. Section 5. Tasks and Responsibilities to be Performed Task number 2 states "Work on site content for Court departmental SharePoint sites and develop tools and resources for users". Could the Court please clarify how much of the work must be on site?

RFQ states work on site content, not on-site.

23. Can the Court please clarify if for the remote work offshore resources are allowed?

Global staffing will be considered, but they must be employees.

24. Attachment C DARFUR CONTRACTING ACT CERTIFICATION. Can the Court kindly clarify if a firm doesn't have to select option 3 of this form, is it required to complete the signature part? Or it's only for point 3?

Please review the form.

25. Can the Court please clarify if there is mandatory SBE and/or DVBE goal participation?

Please review the form.

26. Can firms use a subcontractor for the SBE and/or DVBE participation?

Not applicable (no subcontractors).

27. There is a mandatory form to complete and provide with the response regarding the SBE and/or DVBE participation?

Please review the form.

28. Can the Court please clarify if the Bidder Declaration form must be provided alongside the proposal response?

Only if bidder is eligible for the "Disabled Veteran Business Enterprise Program" incentive.

29. If the Bidder Declaration form is required, could the Court please provide it?

Yes.

30. Can the Court provide more details about the current IT infrastructure within the court, particularly regarding any existing systems or platforms that the SharePoint environment will need to integrate with?

Current network storage will need to be selectively migrated.

31. What specific pain points or challenges is the Court currently experiencing with your collaboration, content management, and communication processes that you hope the SharePoint solution will address?

There is no structured use currently of collaboration tools. The Court is looking to leverage SharePoint to enable division content management for internal court departments and is seeking efficiencies, organization, ownership, and consolidation.

32. Can the Court outline the organizational structure of the court, including departments, teams, and projects, to help us understand how the SharePoint Hub and Subsite architecture can be effectively designed to meet the needs of different stakeholders?

This will be provided upon project kick-off. There are about 35 areas, but even more pre-existing SharePoint sites serving other aspects of the business.

33. Are there any specific compliance or security requirements that the SharePoint environment needs to adhere to, particularly considering the sensitive nature of court-related information?

Unsure, will be part of project discovery.

34. Could the Court provide more information about the users who will be utilizing the SharePoint environment? This would include their roles, levels of technical proficiency, and any specific user needs or preferences that should be considered during the design and implementation process.

All staff within the court ranging from Judicial Officers, Management, Operations, Finance, HR, and all the supporting staff will be utilizing. Technical proficiency spans the full range and needs to be addressed as an element of change management in the project.

35. Are there any specific integrations or third-party applications that need to be considered as part of this SharePoint solution?

Not at this stage.

36. Does the Court possess the necessary documentation outlining the current systems and business processes?

Not applicable.

37. What kind of content is the Court looking to migrate from legacy systems to SharePoint?

See the details in the RFQ document.

38. Which database the Court is using that needs to integrate with the SharePoint site?

Not applicable.

39. What level of ongoing support and maintenance does the Court anticipate for the SharePoint environment after the initial implementation?

Not applicable.

40. What is the current skillset of the incumbent team? Are there data scientists, analysts, developers?

Not applicable.

41. Does the Court expect the vendor to deploy any on-site resources to complete any tasks in the project or it is possible to go for completely remote resources?

See response in question 2.

42. Can firms utilize a hybrid resource model (on-site, remote, off-shore) to accomplish the project?

Already answered previously.

43. What is the duration of the entire project?

Depending upon work pace and exhaustion of budget.

44. Can the Court please explain more about the phases of the project and the timeline for each phase?

To be discovered once project begins.

45. Does the Court have any specific budget for the whole project or phases?

Already answered.

46. How many environments does the Court have in the present technology stack?

Not applicable.

47. Does the Court use any Project Management or version controlling tool such as Azure DevOps, JIRA, etc.?

No.

48. Is there any preference for a development framework such as Agile/Scrum?

No.

49. Could the Court please clarify if it is allowed to use digital signatures?

Not applicable.

50. Is it required to provide the Certificate of Insurance (COI) alongside the proposal response?

No, but signing the RFQ is an agreement to the Court's terms and conditions.

51. Is it allowed to use subcontractor references?

Not applicable.

52. Could the Court please clarify if firms can provide commercial references?

Not applicable.

53. Could the Court please clarify if firms can provide references for ongoing contracts?

Not applicable.

54. In case firms are submitting confidential information in the response, is it required to provide a redacted version?

Not applicable.

55. Is there a page limit for the proposal response?

No.

56. Are there any format margins and suggested font size and type that firms need to consider when writing their proposal?

Not applicable.

57. Does the Court have a preferred pricing format? If not, can firms use an Excel spreadsheet detailing milestones and the cost of each?

Supply the completed RFQ. Materials provided to support pricing do not have a preferred format.

58. REQUEST FOR QUOTE – GOODS on page 2, could the Court please clarify if there is a mandatory section to include this form in the proposal response?

Submission of the RFQ must be complete and timely.

59. Do you need assistance in user roll out? Explain any Group Policy or User-specific requirements.

This will be discussed in the kick-off and project meetings once the contract has been awarded. The court is unsure exactly what is feasible or what might be advantageous to make this transition the easiest for the organization.

Migration Scope

File Shares

- Will you please provide size and count information for the File Shares that need to be migrated to SharePoint Online / OneDrive?

OneDrive is not included in scope. For the SharePoint project, the current file size is well under a Terabyte.

- What type/s and version of File Share is/are currently in use (HPE, NetApp, etc.)?

On-Prem windows storage

- Are the File Shares personal drives or team (collaborative) drives? Or both?

Windows shares, none are personal.

SharePoint

- Do your current SharePoint Sites already exist on SharePoint Online in the tenant you plan to build the new intranet on or is this on a different tenant or SharePoint on-premises environment?

Yes.

- If the SharePoint Sites are not already in the target M365 tenant, how many sites, how much content (size)? Are there forms, workflows or other customizations that need migrating (if so please detail)?

Not applicable.

Other

- Are there any other content sources that require migration to Microsoft 365? If so, please provide similar counts and sizing information and any other relevant detail.

Current Drupal Intranet content expected to be considered for new Hub Site.

Modern Intranet Scope

- Approximately how many Sites do you expect the intranet to have at the completion of this project (~30 existing + X more)?

See response in question 32.

- How many different site and page templates do you want to scope for the new intranet? Is it just the home page and then one departmental site template or more?

Unsure, this is part of the discovery and design.

- Do you already have Microsoft Teams being used in your M365 tenant?

Yes.

Other Scope Details

- How many licensed users does your M365 tenant currently have?

Approximately 145.

- Does your company have an existing intranet? If so, what is it built on?

Yes, Drupal.

- Do you plan to use Microsoft / SharePoint Online Search or do you have another enterprise search technology that you use that you want to be able to search M365 content from?

We do not have another online search.

- Are there any specific usability standards that the new intranet must meet (E.g. WCAG 2.2)?

No.

- Does the new intranet require support for multiple languages or is English only okay?

English only.

- Are you okay with staffing a global team of employees (including our team members in India) or are there restrictions about citizenship or location of work requirements?

Global staffing will be considered, but they must be employees.

- Are you expecting a full proposal to be submitted by 5/15 or just a price estimate / quote?

The Court is expecting the completed RFQ as requested.

- Should we be providing a SOW proposal using our standard template? Do you have a different template? Or are we just supposed to complete the empty fields in the RFQ document?

You only need to complete the RFQ document, but other supporting info is welcomed.

