2011 Crystal Drive
Floor 10
Arlington, VA 22202

Tel: 202.350.6700
Fax: 202.350.6701
www.IFES.org

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

RFP-20-053 - SharePoint Development Services

Questions and Answers

July 1, 2020

1. What is your level of O365 license (e.g. E3)?
   IFES Response:
   Active E5 (IT): 5
   Active E3 (HQ Staff): 208
   Active E1 (field users): 383

2. What type of SPO templates are used in the existing 4 primary site collections?
   a. Are the primary site collections Classic or Modern/Group sites?
   IFES Response:
   3x Classic Team site template
   1x Team Site
   1x Project Site

3. How is "Search" designed and implemented currently? Please explain.
   a. Are you using Out-Of-The-Box (OOTB) "Search" feature? OR
   b. Did you implement a customized "Search"?
   IFES Response: Out-Of-The-Box (OOTB)

4. What is your expectation for interoperability of Microsoft Teams and Office 365 groups? Please explain.
   IFES Response: We would like to migrate departmental/divisional and project sites to O365 Groups/Teams enabled sites in order to use teams as a SharePoint client of sorts. Additionally, we would like to migrate all on-premise distribution lists to corresponding O365 groups. We will still have many users that will use the SharePoint web interface, we want the ability to use Teams to simplify field office access challenges. We prefer to convert most sites to hub sites and to minimize subsites as possible.

5. What type of Training do you expect the selected vendor to provide?
   a. Do you need Classroom training?
   b. Do you need User Guide?
   IFES Response: Approximately 3-5 days of classroom training at cutover that will be recorded for future staff. No guide is necessary. IT knowledge transfer throughout project.

6. Do you have an incumbent vendor?

a. If yes, would the incumbent be given preference for award of contract?
IFES Response: No.

7. Do you give preference to local vendors?
   b. If yes, what is your scoring criteria for local and non-local vendors?
   IFES Response: No.

8. Do you expect the entire work to be performed at your site (onsite)?
   IFES Response: No, it can be remote**.**

9. Would you be open to some or all the work (e.g. development, testing) being done remotely? Please explain.
   IFES Response: Yes. Since we are hosted, it is not expected to have an onsite presence.

10. Would you be open to some or all the work (e.g. development, testing) being done outside the U.S. (offshore, e.g. India)? Please explain.
    IFES Response: Yes. If it does not affect communications and project timeline.

11. How many sites within the 4 site collections? Just 1 site per collection?
    IFES Response: Currently there are about 4 primary site collections, all with subsites. Our projects site collection has about 70 subs, Operations about 18 and Programs is about 10, KM has 13.

12. Has IFES already rolled out Microsoft Teams? If so, was there a governance around the Teams deployment? Is it possible that Office 365 Groups and Group Connected SharePoint sites already exist and would need to be integrated/leveraged?
    IFES Response: Yes, about 4-5 months ago. There has been very little governance implemented with the team's rollout as COVID-19 greatly accelerated the rollout. We will need to assess what teams have been created and possibly include/migrate or possibly merge them into the SharePoint/teams structure and implement governance policies.

13. Is it possible to see a demo/walkthrough of the existing SharePoint sites?
    IFES Response: Per Section 3.6, IFES will select finalists to move into the negotiation phase and will provide a demo to those selected vendors prior to a BAFO (Best and Final Offer) round.

14. Is there an expectation that content will be migrated from the existing sites to the new modern sites? If so, how much content will be migrated?
    IFES Response: There is about 1.8tb of data stored within all site collections. IFES will provide the migration tools and IT will assist in the "heavy lifting" of migrating the data. The primary scope of the project will be architecture, project management, site and navigation design.

15. Are there any custom web parts (client side solutions), InfoPath Forms, Workflows that will need to be migrated? If so, will those be modernized to the PowerPlatform or will they be moved as-is?
    IFES Response: There are a some power automate/flows and a couple SharePoint 2013 workflows. The plan is to move them as-is and IT will re-configure. There is a Plumsail

helpdesk app that IT utilizes, but its not certain that it will be continued to be used. Most sites have the DocuSign app configured

16. What licenses of O365 does IFES have? Does IFES have any other 3rd party software installed within SharePoint Online?
    IFES Response: See question 1 and 16.

17. Is IFES looking for a single SharePoint SME resource to work on this initiative, or a full SLDC Project, where the partner would manage the entire project including specific resources for Project Management, Solution Architecture, Development, and Quality Assurance?
    IFES Response: SDLC is preferred.

18. Does IFES have a defined budget and timeline for this initiative?
    IFES Response: Proposal budget should ensure it meet the needs and requirements as set out in the RFP. Anticipated timeline is 6-12 months starting around Oct. 2020.

19. Please send us the user and data storage usage reports requests. Including user count.
    IFES Response: See question 1, 12 and 15.

20. How many divisions in each site collection?
    a.   What types of content? (library, list, calendar, etc.)
    IFES Response: The number of divisions varies. Refer to question 12. Operations has about 7 departments, there are about 9 divisions and roughly 70 projects under the 9 divisions. The content is mostly Document Libraries and there are some lists.

21. How many projects in each site collection?
    a.   What types of content (library, list calendar, etc.)
    IFES Response: See question 21.

22. Please list all departments/divisions.
    a.   How many individuals will be included in requirements gathering activities?
    IFES Response: This has not been determined, likely a representative from certain division/departments will be asked to represent in a team. Not more than 15.

23. Clarify pricing- is this T&E or Fixed Bid
    IFES Response: Fixed Price, based on deliverables.

24. Any custom 3rd party or custom apps in current environment
    a.   If so, what do they do?
    b.   Any integration with 3rd party software?
    IFES Response: See question 16

25. Will we be building anything with Flow or PowerApps for this specific project?
    a.   If so, how many Flows will be needed to be built?
    b.   What is each workflow that needs to be built as part of this project?
    c.   Estimated complexity of each workflow

IFES Response: No workflows as of right now but could be a future add-on.

26. Look and feel
    a. Are there any custom branding requirements beyond the capabilities that come with modern pages?

IFES Response: Branding will be done using OOB functionality.

27. How many existing workflows?
    a. How many are SP designer
    b. How many are Flow?
    c. Any third party (Nintex)

    IFES Response: No Nintex. See question 16.

28. Complexity of workflows?
    a. What does each current workflow do?
    b. Any current integrations with other systems?

    IFES Response: About 4 or 5 power automate flows that are mostly approvals or simple email alerts. No integrations.