

Mn/DOT Contract No. 98424
SharePoint 2010 Implementation
Questions and Answers

SEE QUESTION #5 FOR A DUE DATE EXTENSION.

1. General Question: Was the assessment of Mn/DOT's requirements outlined in the RFP written by a contractor? **A: No.** If so, can that company submit a response to the RFP?
2. Section 1.3.2, "The following staff will work full time on-site at MN/DOT: Full-Time Project Manager, Full-Time SharePoint Developer.
Comment/Questions: This statement appears to contradict the staffing requirements outlined in other sections of the Solicitation, i.e., the requirement for an information architect, business analyst, communications/marketing specialist. Would MN/DOT clarify the staffing requirements for the effort? For example, does Mn/DOT expect that the Project Manager will fill one of the other roles? Or does Mn/DOT expect that the SharePoint Developer will also be the Information Architect?

A: The project will require different types of skills throughout the course of the project. Mn/DOT will provide a PM. The vendor will be expected to have a PM as well. It is expected that the chosen vendor will provide a full time developer and other expertise defined in the RFP and various different times during the course of the effort.

The vendor PM may need to fill other role(s) as well as PM. As stated in Section 6, one person may fill more than one role. The responder will propose how roles are filled as outlined in 12.5.2. The responder may propose a different staffing plan as long as all required skills and experiences are identified.

3. Section 6 Required Skills.
Question: Do all of the required skill types in sections 6.1-6.20 (except for individual certifications) apply to all the listed roles identified in this section. For example, which of the required skill types are applicable to the Business Analyst? Communications/Marketing Specialist?

A: Mn/DOT is looking for a vendor team that can provide a business analyst with SharePoint experience as needed throughout the project timeframe. It is anticipated that the primary role of the business analyst is facilitating and documenting business and stakeholder needs and requirements and working with others on the team to make sure the requirements are met.

As described in 12.5.1, the response needs to identify skills of specific individuals, projects demonstrating those skills, and propose a plan to make those skills available during the project as needed.

4. Section 6.10. This section requires that the responder will have had 2 occurrences of designing, configuring, and implementing an extranet solution of 1000+ users and an extranet site of 500+ unique users per month utilizing SharePoint 2010.

Comment/Question: Since 2010 has only been available for less than one year, this requirement appears to be overly restrictive. Will Mn/DOT consider changing this requirement to 1 occurrence vice 2 occurrences?

A: Mn/DOT will modify the requirement to still require 2 occurrences but only 1 need be with SharePoint 2010 while the other could be with SharePoint 2007.

5. Section 8 Process Schedule, 8.2, 8.3. Mn/DOT intends to post responses to questions on 4 April and the proposal is due on 8 April.

Comment/Question: In our experience on other #902TS proposals, the requiring agency has allowed 7 days from the date that answers to questions are posted to the proposal due date. Will Mn/DOT consider revising the proposal due date to 11 April (based on a 4 April posting of answers to the questions)?

A: Mn/DOT will modify the due date to April 11, 2011 no later than 2:00 PM CDT.

6. Is there an incumbent currently performing this work?

A: No

7. Is Mn/DOT using the full feature set of Adobe connect?

A: Yes

8. Are there any features not available that they want to implement with Lync Server?

A: As part of the evaluation during this project, Mn/DOT will determine which features of Lync to implement.

9. Is there existing SharePoint governance provided by OET that would override any governance decisions at the MN DOT level?

A: Other than the limitations provided in BPOS-D, no.

10. Does OET have a governance committee or steering team that we would need to work with?

A: No, but OET SharePoint leadership will heavily involved in the project.

11. Are there any statewide governance plans or documentation that is already defined?

A: No, other than BPOS-D documentation.

12. Is the process of gathering business and / or user requirements already in progress?

A: No the vendor will be responsible for facilitating that process and documenting all business requirements.

13. If yes, what do you anticipate the percentage completion of those requirements by the start of each of the Phase 2 projects?

A: See the answer to #12

14. Because the planning in Phase 1 will drive the estimated effort (hours and costs) for the Phase 2 projects, how does Mn/DOT anticipate the Phase 2 project costs will be determined and finalized?

A: This will be a time and materials contract. Phase 2 estimates will be a combined effort of the chosen vendor and Mn/DOT staff as part of this project.