

## Addendum – Questions and Answers for: DFID 2010 SharePoint Site Design

1. Has the organization purchased or installed any third party tools or solutions that may be used to deliver required capabilities (workflow, third party web parts, configuration tools)?
  - a. This is the enterprise environment used by the state of Minnesota but the opportunity to install 3<sup>rd</sup> party tools is limited and would need to be cleared by our Office of Enterprise Technology. Third party solutions should be considered out of the scope of this RFP.
2. Does the organization use InfoPath forms or other Enterprise capabilities as part of their current SharePoint solutions?
  - a. Yes – we do use InfoPath forms as part of the enterprise solution and have multiple licenses of InfoPath designer.
3. The SOW states that Microsoft hosts the servers. We just want to verify that this solution be hosted in SharePoint Online (Office 365)?
  - a. Yes – this is correct. This site collection runs from the Office 365 environment.
4. Since the SOW is not to exceed, we assume that we will be able to determine the features available in the final deliverable in order to manage scope. Are there any concerns with this statement?
  - a. Yes – this is correct. Part of the workplan will be to determine the scope and prioritize the deliverables based on the amount of funds available.
5. How many workflows are being considered for the project?
  - a. This will be determined by the workplan and developed in coordination with the division. Any workflows developed will need to be done with the standard tools available in SharePoint Designer 2010 without any 3<sup>rd</sup> party app installs so that division staff can maintain them upon conclusion of the RFP.
6. How many sub-sites are being considered for the project?
  - a. Currently there are about 20 subsites associated with the main Dairy and Food Inspection Division site. One high priority deliverable will be to develop and deploy a master page template with some DFID specific branding to bring a uniform look and feel to the DFID sites and subsites.
7. Do you have an information architecture already defined?
  - a. Not per se. We've grown our use of SharePoint "organically" and are looking to bring a little more structure to the DFID sites while maintaining the user flexibility that makes it a useful tool.
8. Do you have a brand / design already defined?
  - a. We have some in-house graphics that can be used to create a master style sheet or site template. Beyond that, we don't have anything specific.
9. Will Ben Miller's design team be responsible for creating wireframes and storyboards?
  - a. No. That would be a service we'd look to see in the application. We can help with defining workflow business rules, etc but wireframes and storyboards would come from you.
10. Will Ben Miller's design team be responsible for providing all of the assets and HTML?
  - a. No. We have no HTML experience per se since we're a regulatory division. Our IT Services division is supportive of the project but will provide no resources to support it beyond supporting the day-to-day support of the SharePoint environment.

11. Do you have any concerns if we recommend 2 consultants for this project? Based on the requirements it appears that one SharePoint designer / Front-end developer and one product expert may be the best roles to support your project goals.
  - a. No concerns.
12. I'm assuming since OET is hosting the environment, can we assume the SharePoint 2010 environment where we will have access to all SharePoint Server features (Standard or Enterprise) potentially including working with search properties if need be?
  - a. Search properties should be fully functional. OET helpdesk support and Microsoft support are available throughout the project.
13. How many training "sessions" will be required for this engagement?
  - a. Depending on the scope of the workplan and the deliverables, it's likely that approximately one to two (2-3 hour) training sessions will be needed.
14. Is there any way to scope the "other deliverables that may be defined or discovered during the implementation process"?
  - a. As the workplan is defined and developed, we will need to prioritize which deliverables are in and out of scope. A high-priority deliverable that's unforeseen at the beginning of the planning process may take precedence once it's been identified.
15. Does custom brand need to be automatically applied on new site creation?
  - a. This would be preferable to ensure site consistency.
16. How many individual interviews do you anticipate need to be performed as part of the requirements gathering process?
  - a. Likely will consist of 5-7 individuals based on expertise and availability.
17. Would MDA be open to conducting requirements gathering with group sessions?
  - a. Yes – this will likely be a necessary part of the process.
18. If so, how many could potentially be a part of each group.
  - a. Again, this may vary based on the processes prioritized in the workplanning process. Typically these groups will range in size from 3 to 7 staff per group.
19. Does the MDA anticipate implementing SharePoint web parts that would be highly customized?
  - a. As customizable as can be achieved using SharePoint Designer 2010 and as appropriate to achieve the design specifications for the site or subsite.
20. For example, would content be pulled into a web part from an outside source?
  - a. This may be something we'd want to explore during the site and process design phase of the project. For instance, we have a DB database that stores some of our inspection data. Once task may include linking to this data source to develop a KPI webpart (if feasible).
21. How many business processes have been identified that require custom workflows.
  - a. We haven't developed an inclusive list. Part of the requirement gathering process will include prioritizing some of the processes that we'd like to automate. The ultimate number of processes will be time and funding dependent.
22. What are those business processes?
  - a. An example of some processes would include complaint tracking (high-level process is already documented) or employee leave request workflow (process documented but no workflow) using a common SharePoint calendar.

23. Because the DFID site is hosted in Office 365 (SharePoint Cloud) are there restrictions on the building and implementation of workflows?
  - a. Yes. Workflows will be limited to what's achievable using SharePoint Designer 2010 with "Full Control" rights.
24. If available from OET could Nintex be used for building the required work-flows?
  - a. If available it could be used. I do not know if OET has considered this tool set so it should be considered unavailable at this point.
25. Can you please provide additional explanation for project deliverable 4?
  - a. We have a library of SOPs that we're developing for internal processes (inspections, lab sampling, etc). We would like an automated approval, review, and disposition workflow process to help us manage our SOP development and review process. For clarity, this doesn't apply to developing SOPs relative to SharePoint.
26. If other deliverables are defined or discovered will this result in second phase of the project?
  - a. At this point the funding will not exceed \$24,000 for this SOW. If future funds become available for this work, the division will issue a new SOW.