

Request for Proposals (RFP) Addendum #01

Agency: Minnesota Competency Attainment Board

Addendum Number: 01

Date of Addendum: June 2, 2025

Title: Intranet Development Using Microsoft SharePoint

SCOPE OF ADDENDUM

The following are changes to the RFP: (1) Revisions to the RFP due date and related dates, and (2) Sharing vendor questions and State's answers.

1) The RFP is amended as follows:

A. Introductory Section. (page 1)

Responses must be received no later than 12:00 p.m. Central Standard Time on ~~Monday, June 2, 2025~~ Monday, June 23, 2025.

B. Section 1: Instructions to Responders, Step 1. (page 3)

Questions must be emailed to the contract below by ~~Friday, May 23, 2025~~ Tuesday, June 10, 2025.

C. Section 1: Instructions to Responders, Step 3. (page 4)

Responses must be received no later than 12:00 p.m. Central Standard Time on ~~Tuesday, May 13, 2025~~ Monday, June 23, 2025.

D. Section 3: Proposal Instruction and Additional Information, Paragraph 1. (page 5)

Anticipated Contract Term. The term of this contract is anticipated to be between ~~from June~~ August 2025 ~~and to August~~ December 2025, with the option to extend if needed to complete the project by increments determined by the State.

E. Section 3: Proposal Instruction and Additional Information, Paragraph 2. (page 5)

Timely submitted questions and answers will be posted on the MNCAB website by the end of the day on ~~Friday, May 23, 2025~~ Friday, June 13, 2025 and will be accessible to the public and other responders.

F. Section 5: Evaluation Procedure and Criteria, Tier 2, Paragraph 2. (page 13)

It is anticipated that the evaluation and selection will be completed by ~~June 16, 2025~~ July 31, 2025.

2) Responders' questions to the RFP and the State's answers are as follows:

1. **Question:** Can you quantify the current and projected volume of documents, lists, pages, and media that will live in the intranet on day one and at year one?
 - a. **Answer:** The data housed on the intranet will be information specific to the associated departments represented in the UI. We don't anticipate using more than 100GB in volume over the first year. Media and media types outside of Office files are not yet available.
2. **Question:** Which specific EntraID groups or roles will map to SharePoint permission levels, and who controls the master user directory?
 - a. **Answer:** Identifying and creating content management groups is underway. The user directory is managed by the Global Admin.
3. **Question:** What governance model (content owners, approvers, expiry rules) do you envision, and is there already a policy document we must implement?
 - a. **Answer:** The governance model is under development and will be in alignment with the content management groups and accompanying policies and procedures. The vendor will not be asked to implement a policy document.
4. **Question:** Do you plan to surface data from specific internal systems (e.g., HRIS, case-tracking, budget tools) via web parts or APIs in phase 1, or is that a future phase only?
 - a. **Answer:** There may be an opportunity to synchronize data from external sources, but that initiative will be a future state consideration.
5. **Question:** How will "success" be measured—what engagement or productivity KPIs should the intranet dashboard surface to leadership?
 - a. **Answer:** Measuring the success of the intranet site will be developed over time, potentially after the site has been deployed. KPI's of the effectiveness, usage, and satisfaction to the agency will require the identification of meaningful measurement points and it may be determined that the associated effort is out of scope for the basic intranet project delivery.
6. **Question:** Is there an established brand style guide for the UI, or should we plan to create a SharePoint-optimized design system from scratch?
 - a. **Answer:** There are minimally established brand/style standards, such as logos and color schemes that should be incorporated into the design of the system. Additional style guides and standards remain in development and will be established in time for the UI creation and development.

7. **Question:** What are the expectations for ongoing support and SLAs after go-live—internal admin only, or vendor-led managed services?
- a. **Answer:** Once the site is approved to go live and all defects have been identified and remediated, ongoing support will be internally managed. Upgrades, improvements, and feature requests will be managed on a case-by-case basis and may result in additional external support requests.
8. **Question:** Does MNCAB expect separate cost pools for one-time build vs. post-launch support/maintenance, or should we present an all-inclusive figure?
- a. **Answer:** The preference is for a cost breakdown rather than an all-inclusive figure.
9. **Question:** Does MNCAB have a budget set aside for this project? If so, can you share the not-to-exceed dollar value?
- a. **Answer:** There is not an established budget for this project since this is new work for the organization. Although our budget is flexible, as a small, new state agency we seek a solution that provides the best value to our organization, consistent with state of Minnesota procurement practices.
10. **Question:** Has any vendor or internal team completed earlier discovery, proof-of-concept, or pilot work for this intranet?
- a. **Answer:** MNCAB employees met with a vendor on state executive branch contract as part of market research, and determined the scope of the project required a Request for Proposal.
11. **Question:** Is this RFP open for proposal submission by organizations that are not Minnesota-based?
- a. **Answer:** This proposal is open to non-Minnesota based organizations subject to the requirements outlined in Minn. Stat. § 16C.06, subd. 7 and Minn. Stat. § 16C.16.
12. **Question:** Does MNCAB require in person meetings, or can this project be executed remotely?
- a. **Answer:** No, in-person meetings are not required. If that option is available, please incorporate any additional costs associated with in-person meetings in your cost proposal.
13. **Question:** Does a submitting vendor need to be registered with the state of MN?
- a. **Answer:** See the answer to question 11.
14. **Question:** Was the current Microsoft 365 implemented in a Government tenant? GCC or High GCC?
- a. **Answer:** No to each question.

15. **Question:** What level of licensing has been acquired for MNCAB users? If multiple levels of licensing are used, how many licenses of each type?
- a. **Answer:** MNCAB users are licensed under the Microsoft Business Premium agreement.
16. **Question:** Are all Committee members licensed users?
- a. **Answer:** All Board members and employees are licensed users.
17. **Question:** Will you want to be able to invite guests (non-licensed users) to view the Intranet pages?
- a. **Answer:** Limited non-licensed user access may be necessary in the future.
18. **Question:** Will the Intranet need to support Kiosk users (generic login to the Intranet)?
- a. **Answer:** No.
19. **Question:** How is SharePoint currently being used?
- a. **Answer:** SharePoint is not currently being used. Sites, documents, and content are stored there via the Teams environment only.
20. **Question:** What other Microsoft 365 applications are in use? Microsoft Teams? OneDrive? Microsoft Forms? Outlook?
- a. **Answer:** The entire O365 suite is available to agency employees.
21. **Question:** Does MNCAB currently have an Intranet home page or is this a totally new development?
- a. **Answer:** There is no current intranet site. This project will be new development.
22. **Question:** How many groups/departments/committees will share information via the Intranet?
- a. **Answer:** We estimate around 6-10 distinct groups and departments will share information via the intranet site. This includes, but is not limited to HR, IT, Finance, Learning & Development, the Forensic Navigator Program, Board and Committee members.
23. **Question:** What is the number and complexity of the routine tasks to be automated? Please provide a couple of examples.
- a. **Answer:** Detailed processes have not been developed since we do not currently utilize an intranet site, but it's anticipated that creating and publishing news items, other communications, and documentation will require automation to a certain extent.

24. **Question:** What level of integration are you expecting with the HR and other systems? Easy: a link to the application. Hard: data sharing between SharePoint and that system.
- a. **Answer:** The initial scope of external integration is limited to static links and content. Identification of integration needs with other systems will be considered and analyzed when MNCAB works on implementing those systems.
25. **Question:** How many different systems are to be integrated with SharePoint? What are they used for? Are they cloud-based or hosted on MNCAB on premises servers?
- a. **Answer:** We haven't determined which external systems will integrate with the SharePoint site.
26. **Question:** Does MNCAB have design guidelines, logos, images, and graphics that can be used in the Intranet?
- a. **Answer:** See the answer to question 6.
27. **Question:** Is the final deliverable a fully implemented Intranet? Or are you looking for designs and wireframes?
- a. **Answer:** The deliverable is a fully implemented intranet site.