



SUNSHINE COAST REGIONAL DISTRICT

Question and Answers #1 Request for Proposal No. 2411001 Development Services for SharePoint

Date: April 12, 2024

Item No. 1

Question: What is the current progress of your SharePoint Online implementation? How much of your organization have yet to transition to SharePoint Online?

Answer: By the time this RFP is awarded, we will likely have completed migration of a total of 5 business units, which will be approximately 25% of our data.

Item No. 2

Question: We note that approximately 30 to 40 SharePoint sites will be created once all records have been migrated. Which, and how many, departments or business units are these 30 to 40 sites for?

Answer: There are 6 Departments:

- Administration & Legislative Services
 - Approximately 4 sites
- Corporate Services
 - IS/GIS migrating May 2024
 - +Approximately 7 more sites
- Community Services
 - Approximately 8 sites
- Human Resources
 - 2 sites
- Infrastructure Services
 - Approximately 8 sites
- Planning & Development
 - Planning & Development Division is already migrated
 - Bylaw Enforcement migrating May 2024
 - Building Division migrating May 2024
 - Sustainable Development migrating May 2024
 - +Approximately 5 more sites

Item No. 3

Question: Are you able to share your budget for this project?

Answer: \$80,000

Item No. 4

Question: How many stakeholders and departments will we need to engage with for the requirements and design phase?

Answer: The successful proponent will only be engaging with the Project MARS lead team. The lead team will be engaging with the business units to develop their information architectures.

Item No. 5

Question: Can you please advise if retention policy configuration and records classifications are in scope?

Answer: No, this is not within scope.

Item No. 6

Question: Do you require SharePoint user and admin training?

Answer: No.

Item No. 7

Question: Do you envision building one SharePoint site and migrating data to it and then building a second SharePoint site and migrating that data to it? (vendor's activities would run through to May 2025). Or, do you prefer building all of the SharePoint sites at once and then completing the migration to all of them? We are asking as the timeline will impact our pricing.

Answer: As stated in the scope of work, we have scheduled the migrations for May 2024, November 2024 & May 2025. For each migration, we will build all the sites for the business units scheduled and migrate the data for those sites. And then repeat the cycle again. However, it is not quite so cut and dry. For example, while we are working on the May 2024 sites now, we have already started engaging with the business units scheduled for the November migration.

Item No. 8

Question: Can organizations from outside of Canada bid on this proposal?

Answer: The Regional District will accept proposal from organizations outside of Canada.