



SUNSHINE COAST REGIONAL DISTRICT

Question and Answers #2 Request for Proposal No. 2411002 Content Management Services for SharePoint

Date: March 28, 2024

Item No. 1

Question: How many departments and business units are there across the Regional District?

Answer: 6 Departments:

- Admin & Legislative Services,
- Corporate Services,
- Community Services,
- Infrastructure Services,
- Planning & Development,
- Human Resources

28 Divisions, which break down into 55 business units.

For the purposes of this project, and content migration into SharePoint, we've divided the workforce into 28 groups of business units that have a coherent shared set of documents, and access requirements. Those 28 groups will each have approximately one SharePoint Site, with one or more document libraries.

Item No. 2

Question: Could you kindly provide an organizational chart for our planning purposes?

Answer: We're not sure an Org Chart will provide the type of information that you're looking for – as it doesn't necessarily closely align with information access realities. For project planning purposes, assume that there will be thirty (30) SharePoint Sites with one or more Document Libraries, each of which will have a documented Information Architecture which specifies Library and top-level folder and document set metadata, content types, and access control.

Initially, there will be five (5) of these Sites in place in production, with content fully migrated. More will come online over the next year.

Item No. 3

Question: We note that the project is expected to commence in June 2024. Does the Regional District have a target completion date?

Answer: As soon as possible. The Regional District will make the implementation a priority. By June of 2024 we will have five (5) SharePoint Site up and running, representing about 20% of the total volume of records to eventually be migrated into SharePoint. It is our plan to integrate additional Sites, up to the total of approximately thirty (30) over the coming months, with a target completion date of May 2025. It is our hope that the content management solution provided in this undertaking will be in place and fully functional as we bring these additional sites of content online over the upcoming year.

Item No. 4

Question: Please provide a breakdown of your current Microsoft licensing (quantity and type of license).

Answer: E5 x10, E3 x280, F3 x50

Item No. 5

Question: Besides integration with SharePoint Online, are there any other integrations that we should consider? If so, what are they?

Answer: No other integrations.

Item No. 6

Question: Are workflows in scope? If so, please detail the number of workflows and workflow requirements.

Answer: Disposition workflows:

- Active to Inactive Physical
- Inactive to Destroy Physical
- Active to Delete Electronic

Item No. 7

Question: For the purposes of our licensing estimates, approximately how many Records Management staff will require access to the proposed system?

Answer: 7 staff will require access, however 2 of those staff will only need to make physical record entries & print file labels.