



To: *Proposed Bidders*

From: Peter Taylor, Purchasing Manager

Pages 4

Date: August 5, 2022

Re: Addendum 4 RFP 22-09EST SharePoint Online Intranet

The following four (4) pages comprises Addendum 4 for the above tender and will form part of the tender documents:

Question:

We understand that there is an expectation for the vendor to provide training to key project champions. How many project champions we can expect to work with?

Answer:

Approximately 20 people.

Question:

Would you be able to provide details on your planned resources for this engagement, beyond your IT staff and key project champions?

Answer:

Aside from IT staff and project champions, we have a graphic designer on staff who under direction of our communications manager has created images and content on our existing drupal staff website and will be a resource for the SharePoint Online Intranet project with respects to branding, templates and content lifecycle.

2 System Developers will also be available resources to support this project.

Question:

Could you provide a breakdown of the number of users per department as well as the number of departments and business unit groups across your organization?

Answer:

About 75 schools and depts ranging from 3 to 80 staff per dept.

Question:

Is CCRCE open to using Microsoft Teams for a communications portal/gateway or are they focused on SharePoint for the entire solution?

Answer:

We expect to use Microsoft Teams for collaboration.

Question:

What are the high-level sections of the current Drupal Intranet that would need to be replicated in SharePoint? If specifics are not permitted, total number of sections would suffice

Answer:

Unsure, we would be looking to have the successful proponent review our employee engagement data and provide direction on how to organize the SharePoint intranet.

Question:

How many total pages exist on the current Drupal Intranet that would need to be replicated in SharePoint?

Answer:

Unsure, we would be looking to have the successful proponent review our employee engagement data and provide direction on how to organize the SharePoint intranet.

Question:

How many documents exist in the current Drupal Intranet?

Answer:

Unsure at this time.

Question:

Does the project include the migration, or just assistance in planning a migration?

Answer:

Planning and suggested tools for any migration of data. Also, please refer to answers in previous addenda.

Question:

Has CCRCE considered any tools to migrate information from Drupal to SharePoint?

Answer:

No.

Question:

Do any school-level files need to be migrated?

Answer:

No, just files shared from various departments to our schools.

Question:

Are departmental/divisional/unit sites included in the Intranet? If so, how many?

Answer:

Under 10.

Question:

How many workflows currently exist on other platforms that would need to be replicated in Microsoft 365?

Answer:

1 workflow that is already in our instance of SharePoint Online.

Question:

Is onboarding "organization specific" or "department/division specific" (I.e. does a new employee get a standard onboarding package or is it customized to their unit)?

Answer:

Employees will need to know organization specific information as well as department specific information.

Question:

Has CCRCE validated that the SharePoint Online Platform conforms to the Nova Scotia Accessibility Act, 2017, c 2, s 1?

Answer:

No, but we need to be aware of the accessibility act and need to ensure that we are working to create an accessible/inclusive environment.

Question:

Would CCRCE be ok with the basic branding (Logo and colour scheme) provided by SharePoint Online (out-of-the-box), or would extensive branding (i.e. customizations) be required?

Answer:

Custom branding is required.

Question:

Is CCRCE hosting email and Active Directory in M365 at this point?

Answer:

Yes, we are.

Question:

Would any areas of the internet need to be secured to the "School level" (E.g., Are policies and procedures maintained at the organizational level or would each school need specific access to update school-specific policies)? ~~For this project, we do not envision that schools will need specific access to update school-specific policies, we see us using Microsoft Teams for school level policies and procedures and collaboration.~~

Answer:

For this project, we do not envision that schools will need specific access to update school-specific policies, we see us using Microsoft Teams for school level policies and procedures and collaboration.

Question:

Does CCRCE use any security groups (e.g. Active Directory Groups, Azure AD Security Groups, M365 Groups) to secure access to sites, files, or folders?

Answer:

Yes

Question:

Are existing Microsoft 365 A5 license capabilities in scope to achieve Project Goals, such as increasing security of internal information and documents as well as implementing aspects of the Intranet Governance Plan?

Answer:

We have 50 A5 licenses and 3200 A3 licenses and do not intend to purchase any additional A5 licenses. If the capabilities of the A5 licenses can be extended to our A3 licenses without additional licensing costs than they should be considered in scope.

This change did not require a revision to the Closing Date and Time.

If there is more than one (1) Addendum issued for this tender, please acknowledge each separately on your tender submission.

If your tender has already been submitted and this addendum changes your original proposal content, revised information can be emailed to tenders@ccrce.ca

If you have any questions, please advise.

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To: *Proposed Bidders*

From: Peter Taylor, Purchasing Manager

Pages: 3

Date: August 3, 2022

Re: Addendum 3 RFP 22-09EST SharePoint Online Intranet

The following three (3) pages comprises Addendum 3 for the above tender and will form part of the tender documents:

Question:

Could you kindly provide details on the breakdown of number and type of Microsoft licenses (e.g., Microsoft 365 E3) that you are currently leveraging or planning to leverage?

Answer:

3200 A3 licenses for full time FTE, 50 A5 licenses for senior staff and A1 licenses for casual/spare/term.

Question:

Does your organization have any expectations around content migration to the SharePoint Online intranet solution? If so, would you be able to provide some details on this (e.g., volume of content in scope for migration)?

Answer:

We are looking for support with the planning only. CCRCE will do any migration.

Question:

Can we confirm that all 2,700 full-time staff and 1,000 casual employees will require access to the SharePoint Online intranet?

Answer:

Correct, all CCRCE employees will be required to access SharePoint Online.

Question:

The RFP document referenced a "dedicated employee communication platform" (page 3) and a "secure collaboration hub" (page 3). Could you kindly confirm whether CCRCE is looking for a SharePoint Online collaboration portal or a SharePoint Online employee portal or both?

Answer:

Microsoft Teams will be used as a collaboration space.

Question:

We note that CCRE employees are currently sharing files, documents, policies, and procedures on shared network drives and Google Workspace. Could you provide details on the approximate volume and size of these files, documents, etc.?

Answer:

Currently unknown.

Question:

We understand that there are “workflows and processes currently living on other platforms” (page 4). May we know what platforms are being referred to here?

Answer:

Internal home grown solution called “Integrated Services” that encompasses everything from an employee requesting time off, timesheets, technical support tickets, PD links, employee hiring, etc. Additionally Accounts Payable Online workflow SharePoint Online. Clevr, is being used as a teacher appraisal tool. AESOP is used for attendance management.

Question:

One of the project goals is to centralize workflows living on other platforms. Is there a requirement to replatform workflows within the scope of this project? If so, what platform(s) are they current on? What is the volume and complexity of the workflows?

Answer:

There is no requirement to re-platform workflows and is out of scope for this project. Once we have our SharePoint site operational, CCRCE will begin utilizing SharePoint when new workflows are required or when existing software contacts expire.

Question:

Traditionally, intranets are used for “push” communication and finalized documents, rather than collaboration spaces for documents in progress – the latter is typically stored separately in SharePoint Team Sites. Based on the background provided by CCRCE, should we assume that collaboration spaces such as Team Sites are in scope?

Answer:

Microsoft Teams will be used as a collaboration space.

Question:

The RFP notes that staff engagement sessions have been conducted. Shall we assume that all required information has been collected and no additional engagement sessions are required?

Answer:

Staff engagements were conducted, however additional engagements may be required.

Question:

The scope mentions ‘Training for IT staff so that we can support future SharePoint projects.’ Is the CCRCE looking for general SharePoint training, or is this intended to be specific to managing the intranet?

Answer:

IT Staff need to be trained to support the SharePoint Online intranet, we are assuming that this would include general SharePoint training as well.

This change did not require a revision to the Closing Date and Time.

If there is more than one (1) Addendum issued for this tender, please acknowledge each separately on your tender submission.

If your tender has already been submitted and this addendum changes your original proposal content, revised information can be emailed to tenders@ccrce.ca

If you have any questions, please advise.

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To: *Proposed Bidders*

From: Peter Taylor, Purchasing Manager

Pages: 1

Date: August 3, 2022

Re: Addendum 2 RFP 22-09EST SharePoint Online Intranet

The following page comprises Addendum 2 for the above tender and will form part of the tender documents:

Delete:

Page 14, Bid Package

Faxed or electronically submitted proposals will not be accepted.

Replace with:

Page 14, Bid Package

Faxed proposals will not be accepted.

Proposal may be uploaded to the Tender Submission Cloud link <https://ourcloud.nspes.ca/index.php/s/fsZXM3tXA9SpPez>. The files are to be clearly identified with Bidders name and project name and contain two separate files – one marked "Technical Submission" and one marked "Price Submission". (Note these can be uploaded separately or included in one Zip file). It is the responsibility of the Bidder to ensure that the files have been uploaded prior to the closing date and time.

This change did not require a revision to the Closing Date and Time.

If there is more than one (1) Addendum issued for this tender, please acknowledge each separately on your tender submission.

If your tender has already been submitted and this addendum changes your original proposal content, revised information can be emailed to tenders@ccrce.ca

If you have any questions, please advise.

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To: *Proposed Bidders*

From: Peter Taylor, Purchasing Manager

Pages 1

Date: August 2, 2022

Re: Addendum 1 RFP 22-09EST SharePoint Online Intranet

The following page comprises Addendum 1 for the above tender and will form part of the tender documents:

Delete:

Page six, Addenda and Addenda Acknowledgement, paragraph one.

Direct queries to Peter Taylor, Purchasing Manager by email at tenders@ccrce.ca.

Queries and clarifications requested by proponents must be in writing on or before 12:00:00 Noon (Atlantic Daylight Time) **on August 12, 2022**. The reply will be in the form of an addendum and all addendum will be posted electronically on the Procurement Nova Scotia Tender Notices Web portal site <https://procurement.novascotia.ca/ns-tenders.aspx>. Bidders are responsible for obtaining all addendum items.

Replace with

Page six, Addenda and Addenda Acknowledgement, paragraph one.

Direct queries to Peter Taylor, Purchasing Manager by email at tenders@ccrce.ca.

Queries and clarifications requested by proponents must be in writing on or before 12:00:00 Noon (Atlantic Daylight Time) **on August 5, 2022**. The reply will be in the form of an addendum and all addendum will be posted electronically on the Procurement Nova Scotia Tender Notices Web portal site <https://procurement.novascotia.ca/ns-tenders.aspx>. Bidders are responsible for obtaining all addendum items.

This change did not require a revision to the Closing Date and Time.

If there is more than one (1) Addendum issued for this tender, please acknowledge each separately on your tender submission.

If your tender has already been submitted and this addendum changes your original proposal content, revised information can be emailed to tenders@ccrce.ca

If you have any questions, please advise.

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