

SharePoint Migration Services RFP

Questions & Answers

November 2023



Orange County Employees Retirement System (OCERS)

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Question		Response
1.	Given the project is anticipated to take up to six years, is it possible for OCERS to provide any budget details?	The project is anticipated to begin asap and be completed in less than a year.
2.	Of the 203 SharePoint Designer workflows, how many are out-of-the-box approval workflows? How many are custom?	Per the RFP we'll migrate up to 25 out of the box approval workflows and 3 custom forms with workflows.
3.	Are all the workflows unique or are some of them shared?	There are no shared workflows.
4.	For the InfoPath forms, can you give an inventory of the number of unique forms in each InfoPath application?	We have 3 custom forms that have the built in workflow.
5.	Do the InfoPath forms use custom code?	Yes, they do.
6.	Do the InfoPath forms leverage external web services?	Not currently.
7.	Can you describe any data sources besides SharePoint used by the IP forms, e.g., V3 Oracle?	Data sources used are: Oracle (backend for V3), MS SQL and SharePoint lists.
8.	When the RFP mentions Hive is that referring to Apache Hive?	https://hive.com/ Hive Project Management
9.	What IT resources will OCERS provide for this effort? Will internal IT share responsibilities or is the vendor to provide all work?	IT staff will participate in the migration, but the project will be driven by the vendor. At the end of a successful migration IT team should be able to overtake maintenance and new additions.
10.	Project Objectives 3 and description in highlighted number 2: Microsoft Teams and OneDrive we have security, governance/policy review and configuration is currently in scope. The way I read the below it sounds like we are aligned but want to confirm that CDW is not assisting with a production user deployment for OneDrive and Teams as part of this project. Is that correct?	We want to follow best practices regarding Teams and OneDrive regarding SharePoint so if there are functions that currently reside in SharePoint online but they would make more sense as a Teams feature, we would like to set that up. We also want to set up governance across the board: Teams and SharePoint.
11.	Retire and remove current on-premises servers: Is OCERS seeking guidance on process and best practice only or do you need hands on support for this task?	Both, we'll need guidance and some hands-on support as well.
12.	Is the cutoff to submit questions on Thursday, November 16 th at by 5pm PDT, or on today at 5pm PDT? The reason we're confirming is it states both dates within the RFP.	Per page 5-6 of the RFP the cutoff to submit questions is Tuesday, November 7 at 5PM RFP Questions Deadline Tuesday November 7, 2023 5:00 pm PDT

RFP Submission Deadline Thursday November 16, 2023 5:00 pm PDT

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| 13. | Are copies of pertinent licenses required to deliver respondent's product or service (e.g., business license)? Can you please clarify whether an offeror needs to provide the California License with the Response? | Yes. A copy of your business license is requested with your Proposal. |
| 14. | Will there be any DVBE or small business preference given? | No. |