

Request for Proposal for Project Server 2013, MS SharePoint 2013 Intranet Development and Mobile Application Development Services

Solicitation Number: DCRB-14-010

Questions

1. On page 4 of the RFP in the A. Overview section it states “the multiple projects in the agency are not currently all coordinated, tracked, or planned in Project Server and Microsoft (MS) SharePoint 2010”. Is there any web system or common desktop application that currently holds projects information outside of Microsoft Project Server 2010?

Response: *Projects maintained outside of Project Server are maintained by general MS Offices tools such as MS Word and MS Excel.*

2. What version of Microsoft Office is currently in use (2003, 2007, 2010, 2013, Office 365)? Are there any upgrade plans/timeline already defined?

Response: *The Agency uses MS Office 2010 but the agency may choose to migrate to 2013 in tandem with this Intranet development.*

3. Are there other Microsoft tools in use such as Lync or Dynamics?

Response: *We do not use Lync but use financial management tools associated with Microsoft Dynamics GP, Team Foundation Server, and Visual Studio.*

4. Are the mobile devices used owned by the department or by its staff as personal devices? Is there a specific device that is being targeted (i.e. iPads, Droid smartphones etc.)?

Response: *The agency currently provides iPads for some staff and members of its Board of Trustees. Staff is able to connect to the secure agency wireless with personal mobile devices mostly for email and internet access. The target platform for this implementation is iOS on the iPad, but this may expand in the future.*

5. Is there a preferred development methodology for the mobile applications?

Response: *We are open to vendor suggestions.*

6. What is the size of the existing SharePoint and Project server systems?

Response: *Total number of SharePoint Sites: 26 total Storage used (MB) 3846.61. Total number of Project Server sites 99 and total storage used (MB) 1650.44*

7. Which, if any, third party tools are in use (or under consideration) for maintenance and operation of the SP/PS platform?

Response: *We are not using any third party tools for maintenance and operation of the platform.*

8. Which, if any, tools are used for source code control?

Response: *Microsoft Team Foundation Server is our preferred tool for source control.*

9. Are DCRB's 45 staff the only individuals to be trained in SP and PS? Can DCRB provide workspace/classroom space to conduct this training in a central location?

Response: *DCRB staff, and approximately 15 business partners and contractors will require training. The agency has a training facility that accommodates 12 attendees at a time.*

10. How many different office locations need to be supported?
Response: DCRB has one office location, but the agency has a remote data center in Ashburn, Virginia.
11. Offeror is to provide “various levels of support identified in the plan.” Can DCRB provide more detail on coverage requirements, support hours, etc.?
Response: DCRB requires regular support during the hours from 8:00 AM to 6:00 PM Monday to Friday. When changes are required to the production environment, those changes are required to be migrated into the production environment outside the 8:00 AM to 6:00 PM Monday to Friday hours.
12. What requirement(s) will qualify a role as “key personnel?”
Response: Key personnel are someone integral to the success of the offeror’s proposal and the project.
13. The PSW references Appendix A” as to describe DCRB’s PII Policy. “Was this appendix provided to the Offerors and, if not, can DCRB distribute a copy of this policy?
Response: See attached
14. Is the application of preferences as described in Section 5 cumulative?
Response: Yes
15. What is the budget for (SharePoint, Project Server, Mobile Applications) each first year and follow on years.
Response: The agency declines to share budget numbers.
16. Explain how Level of Effort works in your agency.
Response: Projections based on the amount of time that is projected for a particular task.
17. For the security policy, provide documents of the level of security needed.
Response: The agency complies with FIPS 140-2 and FIPS 199, please refer to those standards.
18. Is it allowed that some work be performed at vendor offices to reduce cost or increase deliverables?
Response: Yes, DCRB provides VPN access to vendors that meet our security requirements.
19. What data is considered sensitive needing security procedures requested?
Response: As a default all information hosted in the environments addressed in this procurement are permission based and should be secured as such.
20. Will DCRB be providing secured laptops and secured network access?
Response: The vendor is expected to provide its own equipment, however a security scan will be performed before access to DCRB’s environment is granted.
21. Is the incumbent Projility in Good Standing with DCRB and eligible to bid?
Response: Yes
22. Describe any gaps in Projities deliverables in prior engagement
Response: This is an entirely new procurement and should be treated as such.
23. How many overall users will be creating, updating or viewing application information
Response: Initially, up to 100
24. How many project managers?
Response: We may have up to 25 users assigned to the project manager role as they lead projects.
25. How many resources are in your resource pool
Response: Up to 100
26. How many projects
Response: The number of projects will vary from time to time
27. What features need be configured?

- a. Project Life Cycle Workflow
Response: Yes
 - b. Portfolio Prioritization & Selection
Response: Yes
 - c. Additional custom security groups – how many
Response: The awarded Offeror will work with the Agency to finalize requirements for additional custom security groups.
28. For the Project Collaboration Sites configuration – what objects are you expecting configured?
Response: The awarded Offeror will work with the Agency to finalize these requirements. The Offeror should anticipate using the out of the box template or standardizing on out of the box objects.
29. Plz list all custom reports required
Response: The awarded Offeror will work with the Agency to finalize these requirements for custom reporting.
30. Describe the functionality required for each “custom web parts” desired
Response: The awarded Offeror will work with the Agency to finalize these requirements.
31. For the “5 levels of approval in the workflow”
- a. Is this for the Project Life Cycle workflow? Or what specifically?
Response: The approval workflow is specifically for the integrated Web Services for receiving data.
 - b. What is the hierarchical key to escalate to each upward level? Workers manager, workers manager manager, etc?
Response: The awarded Offeror will work with the Agency to finalize these requirements for escalation.
32. What KPI are required for ‘dashboard aggregated from multiple project and SharePoint sites’?
Response: The awarded Offeror will work with the Agency to finalize these requirements for dashboard and its KPIs.
33. “Project Management Standard”
- a. Provide copies of DCRB current PM standards in place
Response: The Agency follows the standard Project Management Methodology as identified by the Project Management Institute through the Project Management Body of Knowledge.
 - b. Provide detailed scope for deliverable PM Standards expected from vendor
Response: As part of the deliverables the Offeror should ensure that the Agency adopt best practices processes associated with the PM Standards.
34. What specific mobile devices or IOS are you looking for compatibility?
Response: The Agency is standardizing around iPads but may look to adding other mobile devices to the mix.
35. Is it sufficient that dashboards can be presented in a web page viewable in mobile device?
Response: The Agency anticipates once the requirements are developed a web page viewable in the mobile device will not be sufficient.
36. Will these be for DCRB staff only or will members have access?
Response: The mobile dashboard application will be available to DCRB staff.
37. How many internal users?
Response: The mobile dashboard application will be available to as much as 100 users.
38. How many external users?
Response: All users for the mobile dashboard will be internal users.

39. How many hours support per year do you require or alternatively how many incidents per year?
Response: The agency expects the offeror to propose the support level required for this size operation, based on their prior experience.
40. Describe any virtualization technology you have that can support fault tolerance
Response: The agency utilizes VMware technology.
41. Will there be any public access and if so list any security requirements needed.
Response: Public accessible capabilities are outside the scope of the effort.
42. List any organizational IT security features provided by your IT Infrastructure
Response: none disclosed.
43. How many documents and average page size
Response: Unknown
44. List the names of departments intending to author sites
Response: Executive, Investment, Benefits, Finance, IT, Legal, Procurement and HR.
45. What is the correct submission date? Page 14 says Jan 6 (Monday), page 11 says Jan 10 (Friday), and the website says January 11 (Saturday)? All dates are marked as 5 pm EST.
Response: The correct dates and times have been posted to the site.
46. Do we need a separate proposal for each of the three work items? And, how does the page limit apply in this case. In other words, is it a 25 page limit for each technical proposal or 25 for all proposals in total?
Response: The agency requests that you submit separate proposals for each of the work items each with a 25 page limit.
47. Are there any specification as to the size/scale of the SharePoint and Project Server farms, or will this be covered under a discovery phase after project kick off?
Response: The size/scale of the farms will be covered under a discovery phase.
48. p.8: What is meant by "Design and Develop Custom Web Parts..." as well as if you are using Web Services, what data sources are you using?
Response: If it is determined that there is a need for customization, the Offeror must demonstrate that they are capable of developing the custom web parts.
49. p. 4 and p.9 Section 3: Development of Mobile Applications. They reference development of "2 or more" mobile apps (reference a "Project Dashboard" and a "Business Unit Dashboard" – p.10) Will responsive design suffice for these requirements, or is it specifically custom built mobile apps?
Response: The apps are likely to require custom built capabilities.
50. p.5: The dashboard mentioned for the Board of Trustees on the second paragraph – is this a custom built dashboard that needs to be migrated?
Response: The Board of Trustees dashboard will not be migrated.
51. P.5: Are you currently utilizing Mobile Access now since you reference "Mobile Environments"?
Response: We current have an IOS dashboard app.
52. P.5: Do you require an estimate for 3 years of ongoing site support?
Response: The term of the contract shall be for a base period of one year from date of award. DCRB's Chief Contracting Officer may extend the term of the contract for a period of four (4) one year option periods.
53. p.5, p,6: Will Design/Content of the Intranet site be a complete IA and Creative Design Process? (include Taxonomy, Metadata Term Store Config, etc)
Response: The taxonomy, metadata etc. needs will be completed in the requirements/discovery phases.

54. p.5: Governance Plan and User Adoption Strategy – do you already have an existing strategy or is this a new plan to be developed?

Response: A new plan to be developed

55. p.6: Is this to include 3 environments? (Development/Test/Production)

Response: Yes

56. p.7: In the last paragraph, for Project Server Upgrade, it states, “consideration should be given to configuring project collaboration sites and business intelligence features in tandem with the Intranet and iPod dashboard.” Does an iPod dashboard already exist?

Response: No, the iPad dashboard development is part of this solicitation.

57. p. 4: Will responsive design meet the need for Mobile use, or does it need to be a standalone “app” that does not use an internet browser?

Response: The apps are likely to require custom built capabilities and require functionality not available from web based app.

58. p. 6: Does DCRB currently have customizations in the 2010 environment? If so can you provide a list of them and potentially walk vendors through their functionality?

Response: DCRB uses out of the box functionality in the 2010 environment.

59. p. 8: Web Services calls are noted in the RFP to leverage external data. Does DCRB have a defined list of external data sources and some indication of how many custom views are needed to surface this external data?

Response: The awarded Offeror will work with the Agency to finalize these requirements for connections to external data sources.

60. Multiple The due date for the proposal is listed in three different places in the RFP with three different values. Is it January 6, 10 or 11?

Response: The correct dates and times have been posted to the site.

61. II A Is the stated value of 45 employees the number of concurrent users of SharePoint?

Response: The Offeror should plan for up to 100 users.

62. II A Is there a plan for significant growth in number of employees that could impact scalability?

Response: No, the Agency does not anticipate any significant growth in the near future.

63. II B Is the Mobile platform to be developed Windows or Mac/Apple based?

Response: Mac/Apple based IOS

64. II B What type of mobile devices are currently used at DCRB?

Response: iPads

65. II B Will the developed mobile applications be used solely on DCRB-issued phones and tablets?

Response: The initial development will be solely for the IOS iPad environment.

66. II B Is the migration of the Paramount Technologies Workplace procurement sites in scope for this effort?

Response: No

67. II B What is/are the Target award date(s) for the three (3) outlined activities?

Response: At this time, we anticipate award in the first quarter of CY 2014.

68. II B Will the DCRB provide a shared environment such as Team Foundation Server to facilitate collaboration between (potentially) three development teams?

Response: Yes, the Agency has as part of their environment TFS.

69. II C How many site collection databases currently exist at DCRB?

Response: One in the test environment and one production database.

70. II C Did the DCRB purchase a migration tool in anticipation of this SOW?

Response: The Agency expects to work with the awardee to secure the required migration tool.

71. II C What is the timeframe for the DCRB making the purchase decision for SQL Server 2012?
Response: The Agency already has licenses for that product.
72. II C What version of MS Office is DCRB currently using?
Response: The Agency uses MS Office 2010 but may be migrating to 2013 in tandem with this Intranet development.
73. II C Does the DCRB has an "official records" policy already in place? Is so, could we be granted access to the policy document at this time?
Response: DCRB already has a policy in place, but we are not at liberty to release that information at this time.
74. II C What is the DCRB's retention schedule and typical document archive process?
Response: The agency has permanent records and some that have to be retained for 7 years. As a default the agency will backup and archive all digital records.
75. II C d Could existing, standard Microsoft training materials for 2013 be used or are custom training manuals required?
Response: That may be possible, but would depend on the proposed solution.
76. II C f Did the DCRB purchase a system monitoring tool in anticipation for this SOW?
Response: The agency has existing monitoring tools, but no additional system monitoring tools were purchased in anticipation of this SOW.
77. III E 5 Is the 25 page limit per activity or for the full proposal, regardless of whether the offeror is submitting against any one or combination of the three activities, including all three?
Response: DCRB requests that you submit separate proposals for each of the work items.
78. III 7 G Are the four pages allotted for the Cost Proposal to be considered part of the 25 page limit, or separately?
Response: No
79. III 7 G Is the Cost Proposal expected to be part of a single **Response** document, or a separate volume/document?
Response: The cost proposal should be prepared and submitted separately from the technical proposal but part of the overall proposal.
80. General Does DCRB currently have a contract with a SharePoint services provider who might be considered the incumbent for this effort?
Response: No
81. III B The cover of the RFP designates the due date for questions as December 11th, but internally (page 11) it is stated that questions will be accepted up until three days before the Pre-Proposal Conference, which would create a deadline of the 17th. Will we be permitted to submit further questions until the 17th?
Response: The correct dates and times have been posted to the site.
82. Whether companies from Outside USA can apply for this? E.g. from India or Canada
Response: Representatives from the awarded organization will be required to be onsite for requirements gathering and other activities such as meetings and production installation.
83. Whether they asked to come over there for meetings?
Response: Representatives from the awarded organization will be required to be onsite for requirements gathering and other activities such as meetings and production installation.
84. Can they perform tasks outside the USA? E.g. from India or Canada
Response: Yes, provided that certified background checks can be provided on the resources and DCRB's IT Security Policies can be adhered to and the resources can be made available during DCRB's business hours.