District of Columbia Retirement Board

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Request for Quotations
Build and Implement
SharePoint 2010 Intranet

Issue Date:	**April 13, 2012**
Response Due Date:	**May 4, 2012, by 5:00 PM EST**

Responses submitted electronically to Yolanda Smith at *yolanda.smith@dc.gov*

District of Columbia Retirement Board
Request for Quotations
Build and Implement
DCRB SharePoint 2010 Intranet

Executive Summary

(Please limit response to one (1) page.)

Firm Name: _____

Address: _____

_____

Telephone
Number: _____

Contact
Person: _____

Email: _____

Why should the District of Columbia Retirement Board retain your firm to provide the services listed in this Request for Quotations? Please summarize your firm's strengths in the space provided.

_____

_____

_____

_____

_____

_____

Overview

The Request for Quotations (RFQ) process is being used by the District of Columbia Retirement Board (DCRB) to retain the services of a qualified Consultant that has vast experience with Microsoft SharePoint to plan, develop, and implement an Intranet site. The Intranet site will be used to guide the Agency's design of a Microsoft (MS) SharePoint 2010-driven external site. The Agency's goal is to share and communicate Agency information securely among all employees. For DCRB, the development of an Intranet would offer improved productivity, increased knowledge sharing, and greater consistency of communication.

DCRB will build upon its investment in Microsoft SharePoint 2010 by utilizing the platform to create and maintain its Intranet. The possible out of the box design scenarios of SharePoint 2010 are almost limitless. With cost scenarios in mind, DCRB recommends that, initially, an uncomplicated and user-friendly Intranet site be created. DCRB will provide server hosting and maintenance.

According to research within the field of Intranet design and development the DCRB anticipates the creation and launching of the proposed Intranet site should be completed within approximately three (3) to six (6) months.

The purpose of this solicitation is to obtain a cost effective bid and the services of an experienced web services company ("Consultant"), whose designers and developers possess the skills, expertise, and resources required to create for the District of Columbia Retirement Board (DCRB) an Intranet and assist in launching the site, in MS SharePoint 2010. DCRB requests quotes for services to create an Intranet, i.e., a private internal Agency website, with restricted access, which uses web-based protocols to securely share any part of an organization's confidential information within that organization.

DCRB has invested some resource time in developing of some fundamental intranet structure (i.e., wire frames, etc.) that will serve as a basis for the selected Consultant to build upon. The Departmental sub-sites for the DCRB Intranet will house the following sections, filled with content unique to their area.

- A Departmental Announcement.
- A Departmental Document Library.
- A Departmental Calendar.
- A Departmental Quick Links area housing a list of links/bookmarks to other internal or external sites.
- A Departmental FAQS area housing a customized list of links to frequently used internal or external information.

The proposed areas of content for the DCRB Intranet Home Page include, but are not limited, to the following:

- DCRB Logo – to be always linked to the home page
- Navigation Tabs, along the top of the site will be eight (8) tabs linking to, labeled as, and for the following sub-sites:
    - About
    - Department
    - Where Is?
    - Human Resources
    - Office Procedures
    - News
    - Projects
    - Board
    - Key Message
- A standing Key Message with picture/image.
- An Agency-wide calendar that displays a view of events from all calendars from all sub-sites.
- A Photo Rotator content block to consolidate and highlight various announcement items from multiple areas and sub-sites into a single view with the ability to display, filter, and sort relevant information.   A photo will accompany the short block of text.
- A Standing News Banner with tabs to view various news feeds.
- An Employee News section to house information around employees, such as the announcement of new employees, birthdays, anniversaries, and other fun facts.
- Sign In feature that allows users to manage a calendar or absence/people out of office
- A Help feature.
- A Search feature.
- A Quick Links area to house links/bookmarks to other internal or external sites.
- A Quick Forms feature.

Additionally, the DCRB Intranet home page shall resemble the following in content and layout:

Figure 1: Proposed DCRB Intranet Home Page Layout
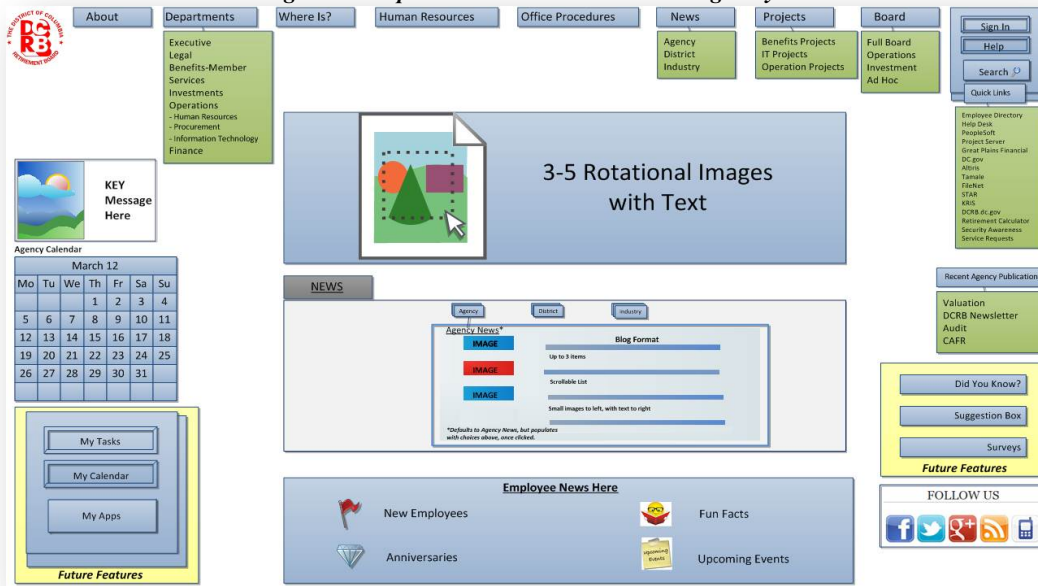
Note: Future Features are scheduled for the second wave of development to be added at a later date. Space should be allocated to accommodate this future addition.

Additionally, the DCRB Departments page will resemble the following in content and layout with the exception of the HR and Office Procedures pages which represent a more complex layout. Examples of these pages follow:

Figure 2: DCRB Intranet Departments Page

Figure 3: DCRB Intranet Human Resources Page

About | Departments | Where Is? | Human Resources | Office Procedures | News | Projects | Board
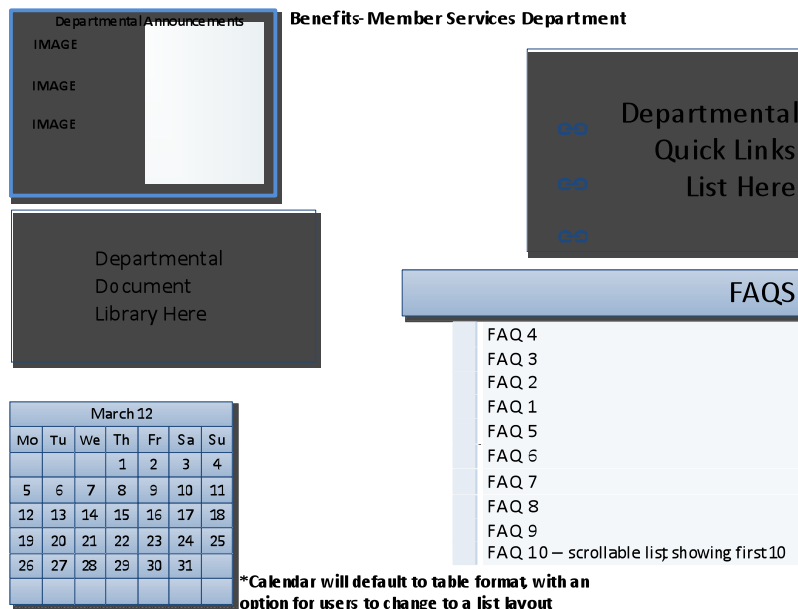
Sign In | Help | Search | Quick Links

Breadcrumbs > shown > here > always

Human Resources

ABOUT Human Resources
This section will house the Departmental Description.

Sample Text Here , with two (2) to three (3) paragraphs
This will be a stagnant/standing content section.

Heading

Time Reporting Tool ;
PeopleSoft Time Entry Instructions ,
Manager Approval Role, Training PPT ,
Time Off Requests, FMLA Requests

Human Resources Forms Repository
New Hire & Orientation | Benefits | Performance Management | Training Materials
Ethics , Security & Identification | | Other

Department Calendar*

Departmental Quick Links List
Here
DROP-DOWN links to : DCHR,
DCHR Benefits page ; DCRB
Policy manual; WMATA
(Metro), PeopleSoft .

Human Resources
Unique Format

Workplace Policy

DCRB Handbook
Link to DCHR Policy

Staffing, Compensation, and Classification
* Current pay-grade matrix

	March 12					
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Calendar will default to table format, with an option for users to change to a list layout

Figure 4: DCRB Intranet Office Procedures Page

About | Departments | Where Is? | Human Resources | Office Procedures | News | Projects | Board

Sign In | Help | Search | Quick Links

Breadcrumbs > shown > here > always

Office Procedures

Office Procedures
Unique Format

Departmental Quick Links List
Here
DROP-DOWN links to :

DCRB Style Guides/Standards
Document Repository

Office Building
Document Repository

Procedures, FAQs and How To's
Front Desk

FAQ HERE (hyperlinked or thumbnail here)
When '+' symbol clicked, answer will display.
Two (2) to three (3) sentences

Front Desk

Courier

Office Equipment
Document Repository

Deliveries

High Level Deliverables

All deliverables will be documented with estimated hours and cost for *Activity* defined in **Table 1** on the following page.

Table 1: Intranet Project Engagement Deliverables

Activity	Deliverable(s)	Outcome(s)	Hours	Cost Estimate
Kickoff Project	1. Evaluate and comment on DCRB's proposed Intranet wire frames. 2. Evaluate and comment on DCRB-defined Requirements. • Review and define DCRB-specific Functionalities. • Define Risks and Risk Management approach. • Create project appropriate documentation, including but not limited to: Project Plan, Content Management Plan, Monitoring Plan, and Training Plan.	1. Create Project Management Plan 2. Create and submit weekly reports of accomplishments, planned activities, and project risks.		
Design Site	1. Create SharePoint 2010 Site Design to include • User Interface Concept/Mockups • Layout of the Sites • Determining Data Links • Implementing functionality • User Interface Design Elements 2. Design Server Setup, Configuration, and Support • Establish Disk Space Usage, estimated user traffic, access permissions, testing/staging area scheme, and network impact. 3. Collaborate closely with server operations and support team(s).	1. Produce documentation around site design and conception. 2. Site layout template and site requirements document		
Build Site	1. Customize look and feel of site for DCRB 2. Customize build for DCRB 3. Develop DCRB-specific functionality 4. Migrate Content 5. Test site	1. Explain how to create a branding identity for DCRB. 2. Create cohesive Intranet site. 3. Efficiently test and approve Intranet site.		
Launch Site	1. Announce site 2. Administer user training 3. Provide system documentation	1. Introduce Intranet site to staff. 2. Train staff to navigate Intranet with ease. 3. Software manuals: provide complete set of manuals for software application to provide documentation of systems features, functions and configuration.		
Support	1. Create support process.	1. Develop web-based training		

Activity	Deliverable(s)	Outcome(s)	Hours	Cost Estimate
Site and End-Users	2. Avail support resources to users 3. Provide support options for software updates and monitoring of the Intranet site including issues and recommendations for improvement. 4. Develop training curriculum for all DCRB staff.	for staff 2. Conduct classroom hands-on training for Web content manager and the departments' points of contact (POC). 3. Provide follow up training, resources, and support as needed. 4. Provide all training materials and documentation to DCRB for future use and training.		

Vendor Responsibilities

The following responsibilities, including but not limited to, will be delegated to the selected vendor:

- Vendor will provide design and graphic samples.
- Vendor would assist in designing and testing site.
- Vendor would train staff on the uses of site.
- Vendor would document processes for maintenance, content updating responsibilities, and setting up departmental roles.
- Provide weekly status reports on the project.
- Attend weekly project status meetings.
- Update the MS Project Server project site on a weekly based (at a minimum) with risks, issues, schedule updates, milestones, and resource allocations.

All submitted responses become the property of the Board and may be subject to public disclosure under the Freedom of Information Act (FOIA). Offerors must expressly identify any information contained within the Response that they consider proprietary and confidential.

Inquiries

Questions should be emailed to Yolanda Smith at *yolanda.smith@dc.gov*. Inquiries will be responded to via email.

Response Format

The Response must include a cover letter signed by an individual legally authorized to bind the Respondents to both its response and fee schedule. The cover letter should contain the name, title, address, email address, and phone number of the person(s) authorized to represent the company and to whom the Board should direct follow-up correspondence. All quote submissions shall include:

- A detailed project schedule, including DCRB resources required.
- Provide sample of documentation such as workflow diagrams, procedures and proposed metrics.
- Provide sample of recommended training and training materials and tools and techniques used in navigating and utilizing the Intranet.
- Other identified and/or recommended deliverables are detailed in the following table.

All submissions are to be limited to 10 pages, additional reference material should be attached in an Appendices.

Response Submission

The completed Response, which is to include all attachments, must be received no later than 5:00 PM on May 4, 2012. Any response received after the submission deadline will not be considered.

Responses are to be submitted electronically to Yolanda Smith at *yolanda.smith@dc.gov*.

Faxed transmissions are not acceptable.

Incurring Costs

Each Respondent is responsible for any costs associated with the submission of its response and all other related expenses, including any travel costs.

Lock-Out Period

Upon issuance of the RFQ, all recipients of the RFQ must refrain from intentional and unauthorized contact with any Trustee or Staff of the Board during the search and selection period to avoid the appearance of a conflict in the decision-making process.

Authorized contact includes communication for:

       a. Ordinary and necessary business purposes.
       b. Matters of public record other than unintended, incidental occurrences.