



INTRANET DESIGN AND DEVELOPMENT

UTILIZING MICROSOFT SHAREPOINT

GUELPH POLICE SERVICES BOARD

Reference Number: 2013-02

ADDENDUM NO. 1

This addendum is in reference to the Intranet Design and Development Utilizing Microsoft SharePoint Tender (RFT) issued by the Guelph Police Services Board. The following shall form part of the proposal documents # 2013-02 issued by the Guelph Police Services Board.

1. Is there an incumbent company/individual who designed and developed the current intranet website?

Yes.

2. Is currently being supported by an external company?

No.

3. If yes will the incumbent company or company who is currently supporting it be bidding for this project?

No.

4. From the wording it appears that you are seeking a company /individual on Time & Material basis and this is not a fixed price project. Please clarify.

It will be a Time & Material based contract at the specified fixed hourly rate that include wages, overhead, general and administrative expenses, profit, materials at cost, including, if appropriate, material handling costs as part of material costs.

5. Our company is not a gold certified partner. However our partner company is gold certified Microsoft partner; we intend to bring them in as sub-contractors to us on this project. Will that fulfill the required conditions?

As specified in the RFT Scope of Work we require the successful bidder to be a gold certified Microsoft partner.

6. Is there an assigned budget and is there a cap on the budget?

We are unable to disclose budget information.

7. Our company has several years of experience using SharePoint and was one of the first Microsoft Partners in Canada. We currently hold a status as Silver Partner. Can we still participate?

As specified in the RFT Scope of Work we require the successful bidder to be a Gold Certified Microsoft partner.

8. Would the Guelph Police Service consider modifying the insurance requirements? Would you consider reducing the requirement for Commercial General Liability to a per-occurrence of \$2,000,000?

The insurance requirements cannot be changed and are to remain the same as indicated in the RFT document.

9. As there is no call for auto to deliver the work stipulated in this request for proposal, are you willing to waive this requirement for the bid?

The requirement for private owned vehicles is waived for proof of insurance but it does not relieve the owner of their legal obligation to maintain insurance on the vehicle.

10. As this is an existing site on order for our team to provide an informed bid response; could you send us details on the current design, features etc.? Is there a wish list from the business / vision of what this redesigned intranet portal should be able to achieve for the business? Any other technical details that you can share which will enable our team to provide a response that fits strongly with your needs?

Unfortunately due to security concern with how the Guelph Police Service technical infrastructure operates we cannot disclose how any of our current systems operate without a formal agreement in place.

11. Do we need to include proof of our Microsoft Gold Partner in SharePoint Platform within our proposal submission, or later in the procurement process?

No, As long as the successful bidder is able to submit a proof of the Microsoft Gold Partner prior to the contract being signed.

12.

- a) What is a basic layout of your current SharePoint Farm?
SharePoint 2010 or 2013
1 Web Front-End Server?
2 Web Front-End Server, Load Balanced?
- b) Will the intranet run on the existing SharePoint Farm, with the other applications?
- c) How many applications are currently running on your existing Farm?

Unfortunately for security purposes we will only be discussing our current operating environment with the selected candidates once they have successfully passed a background check.

13. Approximately how many users access the different SharePoint Applications and Site Collections? (This is important for the licensing information.)

We will handle all licensing issues.

14. Do you wish to have the new intranet designed to be consistent with your brand?

Yes.

15. How many content publishers will be there?

Several.

16. Will there be any sections on the intranet that will need to be secured, and inaccessible without permission?

Yes.

17. Would you prefer to deploy a quick out-of-the box intranet solution allowing consistent simplified communication? Or would you be willing to explore additional features and functionality? Such as rich social collaboration features, mobile support, discussion boards, tags, blogs, and activity streams, for example?

We have a vision for what our communications portal will look like, features that we wish to use and how the site will function. However, we feel that this information is best shared with only the successful bidder as at this time we are only looking for a price per hour to better understand the cost requirements around the construction of this portal.

18. How do you plan on managing this application after it goes live? A new governance plan, and dedicated support, or rolled into an existing support structure?

Unfortunately for security purposes we will only be discussing our current operating environment with the selected candidates once they have successfully passed a background check.