

RFP6977 SharePoint Migration  
Inquires & Responses

Is it mandatory that the three references provided be in SharePoint Migration similar in scope? If not, will vendor be disqualified? **It is not mandatory that you provide references at this point; however your evaluation score may be affected. If your proposal is still considered after the initial evaluation you will need to provide references at that time.**

What are the activities and what %age of work is required to be done onsite? **Negotiable**

Will full access to the existing on premise environment be provided for the vendor? **Yes**

We will not have government references to list in SharePoint work; will other government project references be ok? **Yes please provide references from companies or agencies which best replicate the District's requirements and complexities.**

Given the limited Scope details provided in the RFP, we cannot provide a fixed-bid pricing. Can an hourly based time and material pricing be accepted? **We feel the responses to the inquires will allow for a fixed pricing schedule**

Can the vendor be registered in USA and utilize affiliate resources at offshore? **The company providing the service must be registered domestically, however they can utilize offshore resources as long as the company providing the service, and billing is a US company which will accept US dollars.**

What is the start date of the project and what is the timeline expected for completion? **We would work with the vendor to determine start date, and would like to have completion as soon as is reasonable. Need guidance from vendor for suggestions.**

What is the anticipated budget? **The budget has not been defined**

Is there any custom development done by any other 3rd Party vendor? Do you have the source code, business requirements, design document, installation guidelines available, if required **No 3<sup>rd</sup> party provided custom development.**

Are there any custom Master pages and Page templates built? **Edited Master Page**

Is there any other Content Management or Document management tool in place along with SharePoint? **No**

Please provide details on the database being used for supporting the existing portal. Also include the version of the database being used. (I.e. SQL Server 2008, Oracle, MySQL, etc.) **SQL Server 2008 R2**

Please provide the list of all 3rd party software (BPM, Search, Analytics, and BI – integrated to SharePoint) installed? **None**

What version of the Office System do you have in place? (i.e. 2003, 2007, 2010) **2010 and moving to 2013**

What version of Windows do you have in place? (I.e. Windows 7, Vista, XP, 2000) **some Windows XP (not supported), mostly Windows 7, but introducing about 6000 Windows 8.1 devices next fall**

Which Web browsers and versions are supported in your environment? (i.e. Internet Explorer 7, Internet Explorer 8, Safari, Firefox, etc.) **Internet Explorer 7-11, Safari, Firefox, Chrome**

How many numbers of users will use this site? **6000**

Should the future portal be mobile device compliant? If so, please provide details of devices which need to be supported. **If available out of the box**

Do you have any external data systems or third party applications which should be integrated? (E.g. Finance Systems) **Not at this time.**

Do you intend to implement any standard document versioning method in the new system? **Not sure**

Is this website a publicly facing internet (".com") site or a private employee-only intranet? **Private site**

Is it possible to see the existing web site or at least screenshots of the existing website? **Yes**

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How many existing sites and site collections are in the current environment? **1 main site, 6000 Site collections (this includes the employee MySites), 11 subsites off the main site, and there are subsites under the subsites**

How many users are currently active users on the site? **About 6000**

How many groups/departments/business units currently use the site (if applicable)? Is it possible to obtain a copy of the organizational structure (names not needed, just department names and rough number of people in each group) **Yes, you would receive an Org chart we have broken the site down by building and department – approximately 80.**

Are there any 3rd party SharePoint products currently being used in the environment? **No**

Are there any customizations that will need to be migrated, including?

- Custom look and feel/branding
- Non-native workflows (including SharePoint Designer, Visual Studio, or 3rd party workflows)
- Integrations with any Line-of-Business applications
- Business Data Connection (BDC) integrations
- Custom page layouts
- Custom web parts
- Custom master pages
- Custom event handlers **Custom Look and feel**
- **Would like to look at using Workflow**
- **No line-of-business integration planned at this time.**
- **No BDC integrations**
- **Possible Custom Page layouts, web parts**
- **Most likely a custom master page**
- **Not sure about custom event handlers**

Is Des Moines Public Schools currently using content types, site columns, and other metadata in their SharePoint environment? If so, would it be possible to obtain an outline of this information? **Not using Content Types or site columns on the existing site.**

Is Des Moines Public Schools looking for a full branding redesign of the website? Would the selected vendor be solely responsible for the branding or is Des Moines Public Schools looking to contract that work to a different firm? **Selected vendor would work with our Community Relations team to develop the branding on the site.**

Is there an existing style guide that is available and if so, would it be possible to obtain a copy? **Yes**

Has Des Moines Public Schools already done any analysis of the existing content? If so, would it be possible to obtain a copy of any results of the analysis? **No**

Out of the 2 TB of existing content, is Des Moines Public Schools expecting that the whole 2 TB to be migrated or possibly a subsection? **Depends on the cost involved in having it done for us, or if we will need to do it ourselves**

Does Des Moines Public Schools already own any licenses to a 3rd party migration tool (such as Metalogix, ShareGate, or Ave Point)? If not, would Des Moines Public Schools be open to purchasing one to facilitate the migration process of this project? **No**

Our experience in SharePoint migrations, there is typically a migration planning phase that precedes the actual migration in order to help determine the best possible migration path given the needs of the client. Is Des Moines Public Schools open to managing the actual migration as a separate change request when more information about pricing is known, or would Des Moines Public Schools prefer to just have the most conservative estimate included at this time? **Most conservative estimate is desired.**

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Do they have in-house resources to provide basic maintenance or are they looking to outsource all of the support for their environment? **Planning on doing our own basic management**

Is the training provided expected to be general SharePoint training or specific to the solution developed? **Specific to the solution**

Is Des Moines Public Schools open to a 3rd party training company to fit this requirement? **Yes**

How many SharePoint Farms do you have? Size? **1 SharePoint Farm (consisting of 1 front-end and 1 back-end server), 2 TB**

How many Site Collections and Sub sites? **Site Collections: Approx. 6000 (Most are personal MySites); Sub sites: 11 main subsites – there are subsites under the subsites**

Are these all in one location? Or where are these situated? And what is the network connectivity and available bandwidth between subsites and central and DR locations? **All in one location; network has a 10GB backbone with a minimum connection of 1GB**

What does the current SharePoint infrastructure look like? Number of Web and App servers, what OS? **Windows 2008 R2 – 1 web server, 1 back-end server**

How many content databases do you have? How large is each content database today and what is the growth rate? **36 Content databases ranging from 24 GB to 150 GB**

How many of the following do you have?  
Farm Administrators – **4**

Site Administrators – **4**

SharePoint Devs – **none**

Is there any current taxonomy or governance in place? **Information Technology Department is the “gatekeeper” on the entire site. Community Relations has input on site look and feel**

Do you have current branding for both internal and external customers? Do you want help with Branding in 2013? **Yes we have branding and will need assistance with it on the new platform.**

What experience of SharePoint 2013 do you currently have? Do you need help with educating their SharePoint admins and developers on 2013? **Limited experience; will need education for community relations/IT people.**

Are you planning on upgrading the database over the network? i.e. to a different location **Moving to on premise 2007 SharePoint to Microsoft in the cloud with Office 365.**

Do you have custom web parts, if so what do you have? **No. We use the built-in web parts.**

Do you have any My Sites implemented? **Yes – all Staff in the district have a MySite – that is where we got the number of collections in previous question (6000)**

Please provide details on the types of libraries in use? **We mostly use Document Libraries within each site. Some use of Wikis**

Are there any customizations in scope of this RFP? Permissions mapping, Site Template Mapping, List Template mapping etc. **Yes. All**

What is your backup methodology? **Currently we use Microsoft DPM for backup, but once we are in the cloud, that should not be an issue.**

What is your indexing methodology? **Not certain. We use Custom Scopes for search.**

What is your DR process and how is it managed? **None**

What is your current and expected strategy for search? **We are not sure of the options available to us**

Do you have sensitive data? If so how will you handle that? Please provide more details on Policies...**Yes. HR-related information is stored in SharePoint. Standard confidentiality would be expected.**

Do you have restricted file types? Will new restrictive policies be in place on new environment? **No restrictions at this time**

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What is district's preference in terms of the approach for migration? Staged approach / Blanket approach **No Preference**

Do your business users need uninterrupted access to their sites and documentation? **Yes.**

Does your existing site topology need an overhaul (large sites, intricate navigation)? Do you plan to make changes to it in the new version? **Yes.**

Does your site need clean-up? **Yes.**

Do your current sites and site content conform to your internal SharePoint governance? **NA**

Are you running any other versions of SharePoint other than 2007? **We are using OneDrive for Business with our Office365 subscription.**

Do you have other collaborative content (e.g. file shares) you need to bring to SharePoint 2013? **No.**

Do you plan to make any changes (additions revamp or disregard current) to the existing security structure (permissions, users, groups)? **Possibly.**

Do you have any specialized SharePoint Applications running? **No.**

Please specify the authentication providers are you currently leveraging: (Only Active Directory? Forms-Based Authentication? Kerberos?) **Active Directory**

Please specify hardware and operating system details **Physical server running Windows 2008R2**

What is your timeline for completion of this project? **We will determine this based on the Scope of Work. We would like to have it completed as quickly as possible, but need to know what is reasonable based on our environment and requirements.**

In regards to the User References, are you looking for Quick Reference Guides for commonly performed functions? **Yes.**

In regards to the training outline and materials, will this training include labs? Or will it simply be focused on slides and demos? **It would depend on whether there is additional cost for this service.**

Will the selected vendor be performing the training or only providing the material? **It would depend on whether there is an additional cost for the service.**

Is your current SharePoint environment 32 bit or 64 bit? **64-bit**

What version of Microsoft Office do you use? **Office 2010 and 2013.**

How have you customized the Master page? **Yes**

Do you intend to keep the same degree of customization after the upgrade? **Yes, possibly. Need guidance on this**

Do you intend to allow users to have Mysites? **Yes. They are already available via OneDrive for Business**

Do you synchronize user profiles with Active Directory or any other custom store? **Yes.**

Please confirm that District will provide the development software for the vendor's resources assigned to the project **Yes.**

How many business days should vendor budget in the schedule for District to perform verification or user acceptance testing once vendor has completed upgrade? **Not sure we can determine this until we put together a Scope of Work and see how complex the final site will be.**

Please confirm that District will provide a UAT environment whose configuration (topology, number of servers, server capacity, RAM size etc.) that matches or is close to the configuration of the Production environment. **Production environment is hosted in Microsoft's cloud.**

Would Training require travelling to any specific locations? **Depends on whether we do face-to-face training, or what you have to offer and the additional costs that would incur.**

What are DMPS's key drivers, behind migrating to Office 365 from SharePoint On-Premise? **Office 365 SharePoint is part of our MS subscription and we want to maximize it.**

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What are the top 5 services that will be offered through this new Office 365 portal? **Team sites for departments/school buildings, district-wide Intranet, project-based sites, introduce workflows**

Any language considerations (multi-lingual) for Intranet, that need to be implemented? **No**

Will DMPS's marketing team, provide the colors, fonts, and basic artifacts as such? **Yes**

What Office 365 plan (assuming that enrollment was under the Non-Profit plan), did DMPS subscribe to? (E1, E2, E3, etc.) **A2 for Education**

What is the version of SharePoint 2007 currently in use? **Enterprise**

Does all the data to be migrated (2 TB, as mentioned on Page 15 in the RFP) exist in SharePoint 2007? Are there any other data sources (like File Share, etc) that should be considered as part of this migration? **All files are currently housed in our current SharePoint environment.**

What types of data are to be considered, as part of the migration process? **All user MySite data and all site collection document library data**

Are there any Custom Solutions or 3rd Party Solutions, that need to be migrated from SharePoint 2007 to Office 365? **None**

Are there any considerations of using a responsive design, in the new Office 365 portal? **Don't know what this means**

Do you have any requirements, to use SharePoint Integrated Business Intelligence Tools? (KPIs, Dashboards, Reports, etc) **Yes**

Is there a preference to use Onsite resources for this engagement, or a combination of Offshore and Onsite resources? **We can be flexible; Company needs to be domestically based and use US Dollars**

Please confirm that District will provide training facilities/conference rooms, etc. for the training **Yes.**

Please confirm that District is responsible for the costs of acquiring and the procurement of any software or hardware necessary **Yes.**

Please list the expected number of users for the SharePoint environments. **Approx 50,000 – all students and staff will have OneDrive for Business**

Please provide the deployment file (with server names hidden) for custom development/3<sup>rd</sup> party features **None**

Please list all the 3<sup>rd</sup> party web parts that are being used with the SharePoint sites **None**

Please provide the number and size of the content databases for the SharePoint Sites. **Already asked this above - 19 Content databases ranging from 24 GB to 81 GB**

Please list any other special software being used with the SharePoint sites? **None**

Is the existing SharePoint 2007 infrastructure built in a Single Server Farm or on a Cross Farm of servers? **Single**

As a follow up to the previous question, please provide details of the geographical locations where the servers are located. **Answer above.**

How are the users profiles set up for the current SharePoint 2007 sites. Are these integrated with Active Directory or some other authentication/authorization tool? **Active Directory**

Does district plan on making any changes to the setup of the user profiles? **No**

Does district plan on making any changes to the site organization and themes in SharePoint 2010? **Don't have SharePoint 2010**

Please state if the SharePoint site URL is hardcoded anywhere within the sites? **Not knowingly.**

Does district expect the vendor to migrate the User Profile information? If so how many domains and users are expected to be migrated? **Vendor will develop plan, and based on that, we will determine the approach. It depends on the cost involved**

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Please provide a list of the software installed in the SharePoint 2007 web server **HP System Tools, System Center EndPoint Protection, Adobe Reader**

Please provide a list of the software installed in the SharePoint 2007 application server **SQL Server, Visual Studio, HP System Tools, System Center EndPoint Protection, Adobe Reader.**

Do the SharePoint applications use Windows authentication or forms-based authentication? **Windows Authentication**

What is the value of established / anticipated budget? **Unknown, Using RFP to help determine the range**

Does the district have any preference for onsite / offsite / offshore development? **See below**

Will a proposal with offsite / offshore work scored less? **Proposals must be from domestic sources, providing domestic customer service, and billing in US dollars, domestic sources can work with offshore developers as long as the US Company is the contracting party.**

Does the district have any preference for onsite / offsite / offshore development? **See above**

If the vendor can propose a less expensive solution, can the vendor propose an approach where the vendor has resources located outside of the US (i.e. Canada)? **See above**

Does the vendor staffs need to travel to other non-primary locations? If yes, please provide the Information about of locations, who from vendor staff needs to visit the locations, time/duration and frequency of such visits. **No**

Will the district provide onsite parking for the vendor team members? **Yes**

Is parking available for vendor personnel free of cost? **Yes**

How many parking spots can be made available for vendor personnel? **Enough**

What is district's preference in terms of the experience and skillset of the vendor resources who will be assigned to this project? **We need an experienced project team that can provide the service in the quickest manner possible for the costs proposed.**

In the case of offsite service, will the district provide VPN access to vendor team members? **Yes**

In case of onsite model, please confirm that the district will provide necessary office facilities, phones, cubes, pc, software, etc. to the vendor onsite resources? **Yes**

To provide necessary clarifications during design, development and testing how many SMEs will be allocated by the district to this project during various phases of the project for further clarifications, reviews etc.? **As needed.**

What is the approximate % allocation of these SMEs to this project? **As needed**

What is the advance notice time to request access to the SMEs described in the question above? **None**

Please confirm that district is responsible for providing any hardware/software required for recording the training. **Yes**

Is there an incumbent SharePoint service provider? **No**

What is their budget for this engagement? **Not established at this point, seeking information from this solicitation**

Do we have to register with the City, or the Des Moines School District in order to submit the proposal? If yes, please direct us to the link so we can register. **No but you may want to sign up to become a bidder in the event similar projects come forward.**  
<http://www.dmschools.org/departments/operations/purchasing-central-stores/purchasing/become-a-bidder/>

Do you have the Fill-in format for the Form of Proposal, so we can type it in word document? **No just a PDF**

In what format would you like to receive the proposal (3-ring binder, spiral-bound, no binding etc)? **Any format is acceptable**

By what time the questions are due by on 4/4 **End of business 4:30 p.m. (CDT)**

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How many domains currently exist within the organization? **One**

What is the current architecture of the SQL Server environment? **Physical Server, SQL 2008 R2**

Is SharePoint and SQL installed or will be installed in a physical or virtual environment. If so, which hypervisor do you have? **Using Office 365 online SharePoint - whatever MS provides**

How many servers are in each environment (Web servers, search servers, database servers, and so on)? **The current environment, we have 2 servers - one front-end server; one back-end server**

Will there need to be any external accessibility for SharePoint? **Yes**

What is the plan to allow access for SharePoint (VPN, UAG, Port Pass-through?) **VPN**

Do you have any specific needs to integrate any applications with SharePoint? **No**

Do you need custom content functionality/development? **Not sure at this time**

Do you use any 3rd party components installed? **No**

Do you have any workflows we need to be aware of? **Minimal - maybe 5 or 6**

What are the key business drivers or challenges that you are hoping to address with this SharePoint project? **Want to move off our old SharePoint 2007 environment to a new, cloud-based version of SharePoint that is part of our Office 365 subscription.**

What do you consider the top three critical success factors for this project? At the end of project delivery, how will we know that we've jointly delivered success to your clients? **Branding of site is in place, Users can easily access new site, Minimal disruption for end users**

Implementation decisions related to the design and development of software solutions can vary widely depending on project budget. Our firm has delivered successful projects across various budget ranges. To help us best meet the goals of your solicitation, can you please approximate a budget range for this project? For example is the anticipated budget range: **Budget has not been established at this time**

Do you have any SharePoint Deployment and Planning Services (SDPS) vouchers that might be applied to the budget? These are provided by Microsoft as a Software Assurance benefit. **No**

What qualifications are you looking for in a software development partner? For example, we have SharePoint Certified Masters on staff and four Microsoft Gold Competencies in Application Development, Business Intelligence, Application Integration and Content and Collaboration (i.e. SharePoint); will the proposal scoring take our credentials into account? **Yes**

Will Certified Small Businesses be awarded additional points in the vendor selection review process? **Targeted Small Business may receive consideration in the event of a tie**

Did you employ any outside resources (e.g. consultants/integrators) in the development of the current implementation? **No**

What, if any, issues or dissatisfaction have you experienced with the current implementation and/or SharePoint itself? **Limitations with the older version of SharePoint**

Are you anticipating a mix of on-site and remote project delivery? In our experience, we generally find it useful to be onsite during discovery meetings, installations, etc. however we can keep project and communication costs down by utilizing remote delivery for parts of the project. **We are agreeable to a combination of onsite and remote project delivery.**

What SharePoint skills do you currently have in house in terms of SharePoint Administration, Maintenance, Content Owner/Authorship, and Development? **Some in house skills, but no full-time dedicated staff for this work**

With regard to training, can we assume that each audience (Admins, End Users, Content Owners) already has the requisite SharePoint skills for their respective roles such that that the training will focus on the differences between the 2007 and SharePoint Online environments (i.e. not a comprehensive feature-based training on SharePoint)? **Correct**

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Do you have an Enterprise Agreement and/or have you already acquired the licenses for SharePoint Online and which Edition? If not, should proposals contain pricing for the SharePoint Online licensing? **We have an A2 license with Microsoft.**

How many total users need access to the system including administrators, etc.? **End-users – about 50,000**

Do you already own any SharePoint migration products and if so, which one(s)? **No**

Given that you're migrating 2TB of content: Have you developed your information architecture and if so, can you quantify the number of document classes, content types and term-sets? **No** If not, is this in scope for the project? **yes**

Do you have taxonomies for the enterprise and/or each department and if so, have they been working effectively? **No**

Do you currently have a well-defined file plan with retention schedules and disposition policies for content **No**

Can you please provide screen shots of the current implementation so that we can ascertain the degree of branding currently employed (understanding that this will change)?

**Current implementation does not include the branding that we want on the new site. It is pretty out of the box.**

Is the intent to completely redo the visual design or to keep it somewhat consistent with the exiting implementation? **Completely redesign so it is better aligned with the district website ([www.dmschools.org](http://www.dmschools.org))**

What percentage of the project budget is intended to be used on the creative design? **Not sure we can answer this.**

Will branding be consistent across all departments, sites, sub-sites, etc.? **Yes**

How many custom Master Pages and CSS does the current solution employ? Do you anticipate the new solution to require about the same? **One Custom master page No CSS used.**

How many custom site templates does the current solution employ? Do you anticipate the new solution to require about the same? **One**

How many custom page layouts and/or "Custom Landing Pages" does the current solution employ? Do you anticipate the new solution to require about the same? **We have used different built-in themes on different sites, but have done very little customization except on the district IntraWeb page**

Can you please provide details about the "Custom Sandbox Solution" mentioned in the RFP? **If we can set up a sandbox for future use, we would like to consider doing that. Will need guidance on this**

Do you currently own disaster / recovery software and if so, what products? **No**

How many active content databases and how large is each active content database in the 2007 implementation? **36 Content databases ranging from 24 GB to 150 GB**

How many site collections are there in the 2007 implementation? **Approximately 6000 site collections – representing staff "My Sites"**

Can you please provide information/estimates for the following: Number of documents in SharePoint and approximate breakdown of their respective types (PDF, Office documents, CAD drawings or other large file-types, etc) **Probably 1,000,000** Number of Pictures and/or Video and breakdown of their respective types (WMV, etc) **Unknown** Approximate average and combined size (in GB) of all documents including multimedia files **Unknown** Number of Pages – **Unknown** Number of Lists and average # of items per list - **unknown** Number of Data Input Forms **Maybe 6?**



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What technology was used for Data Input Forms (e.g. InfoPath) Does the current implementation include: Any 3<sup>rd</sup>. party products, tools, or web parts – please list – **NONE** Do you know if all 3<sup>rd</sup> party components are SharePoint Online compatible? Farm-level Solutions; if so, please provide details - **None** Customizations that involved custom code (e.g. C# or JavaScript development) – please list **Some custom code was used initially to get the home intra web page to look the way we wanted it to. Not likely that we will migrate this to new environment.**

If customizations exist, is the source code under source control (e.g. Team Foundation Server)? Workflows – **5 or 6** If workflows exist, were they created with SharePoint Designer or out of the box workflows? If not, what tools were used to create the workflows? **Out of the box**

Can you provide details (e.g. flow diagrams) regarding all workflows that were implemented in the current solution? Use of SharePoint Workspaces? Remote Blob Storage? **None** Integration to any systems that is external to SharePoint? **No** MySites and to what extent have they been customized? **We have a MySite for every employee. Some customization to scale down look and feel**

For any of the above, is the chosen vendor expected to support or replace/redevelop these components in the new environment? – **MySite will be replaced by OneDrive for Business**

How is authentication intended to work? More specifically, is ADFS configuration/Single Sign-on within the scope of the project? **Office 365 is integrated with ADFS currently** Which service applications are installed/configured in the current implementation? **??**

We have a wealth of experience migrating customers from various environments to SharePoint online, etc. In one case, deployment was done in a non-standard/unsupported way (i.e. files were copied directly to the SharePoint servers). This kind of “customization” is not handled via the standard SharePoint migration procedures and as such, requires additional discovery and remediation. To your knowledge, was standard/supported deployment mechanisms used at all times in the current implementation? **No, we have customized in order to achieve the functionality we needed in our 2007 environment. A straight migration would probably fail.**

What is the target completion date for the entire project? **We would like to see completion by December, 2014**

As an environmentally-friendly / Green company, we strive to reduce our consumption of paper; to that end, would you consider permitting electronic delivery of proposals? **Yes.**

Does Des Moines Public Schools currently have an existing Information Architecture documented? If so, would it be possible to obtain a copy of the documentation? **No**

Are there any known drivers that may impact the migration process such as: Timelines, Limited network bandwidth, Availability Requirements (i.e. must all be done over a weekend or overnight as to not interrupt access) **All those items listed are known drivers**

We specialize in providing User Adoption Strategy and Planning beyond what is specified in the RFP. Is Des Moines Public School interested in including these services in the RFP response? **Not at this time.**

Is your current SharePoint 2007 website is public facing internet site or Intranet site or extranet? **No Extranet**

Number of end users: **6000 on current site; expect 50,000 on new site**

Which directory services are used in your organization? (i.e. Active Directory, Novell, LDAP, etc.) **Active Directory**

Do you have any specific security requirements in your organization? (i.e. NTLM, Claims, Kerberos, Forms-based Authentication)" **Locally we use Kerberos; not sure what Office 365 requires**

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In what capacity is SharePoint being used? (Team sites, collaboration, forms; “we have it deployed but are only using it for...” etc.) **Using Team sites (departments and school buildings) and have some project-based sites. MySites are fully deployed for staff use.**

What SharePoint currently version you are using, standard or enterprise? **SharePoint 2007 Enterprise?**

What is the current authentication provider for your SharePoint sites? **Active Directory**

How have customizations been deployed? (Example: deployed as features via WSP files) **One custom template for MySite creation**

Are you using workflows? If yes please elaborate **Limited use of forms using workflows – maybe about 5 or 6 in place**

Are you using MySites? Do you plan on migrating them? **Yes, using MySites, but planning on staff using OneDrive for Business within the Office 365 environment.**

What are the **District Branding standards?** If yes please elaborate. **We want our SharePoint site to align with the district’s brand which can be seen on our district home page – [www.dmschools.org](http://www.dmschools.org)**

Are you using Content Query Web parts? If yes then what is the total number of web parts used? **Yes. Not sure how many**

Are you using Data View/List View Web parts? If yes then what is the total number of web parts used? **No**

Do you have any custom solutions deployed in your current environment? If yes please elaborate. **No**

Did you use any fabulous 40 site templates? **No**

Do you wish to migrate your custom solutions? **No**

Did you buy any third party solutions for your SharePoint site? If yes please elaborate. **No**

Are you using Business Data Catalog? If yes then please provide the details. **No**

Are you using SharePoint BI? If yes then please explain the report tool details and also details of data sources. **No**

How many site collections do you currently have? **We have a site collection for each MySite, but we plan on employees using the OneDrive for Business as their new personal repository.**

How many departmental sites or sub sites currently running in your SharePoint site? **11 main subsites and there are subsites under these subsites.**

If workflows exist, were they created with SharePoint Designer or out of the box workflows? If not, what tools were used to create the workflows? **No Workflows**

Does the scope include migration of the Active Directory (AD) to new server or can the existing AD also be used? **Existing AD will be used.**

Do you require all the work to be done on site or can some of it be done remotely? **Can be done remotely.**

What are your backup and recovery requirements? **Not certain of question**

Please confirm content database sizes. **We have 36 content databases ranging in size from 24 GB to 150 GB**

Please list the service application used by solutions in the farm and explain their configuration. **None**

Are there any known integrations into third party applications or data sources? **No**

Do you have any custom master pages? **Yes. One.**

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Do you have any custom page layouts? **Used out of the box page layouts. New environment will require custom page layouts.**

How many custom site templates does the current solution use? **One**

Can you share any screenshots of current implementation so we can ascertain the degree of branding and customization? **Current site is not branded the way we want it to be. Please see our district website for the look and feel we want to achieve.**

What type of training you would prefer, MOC based training including certification preparation or Custom training (Related to SharePoint 2013 online site implementation)? **We want the future site administrators to be able to update the site regularly, so we would want that training specific to the new environment.**

What is the envisaged budget for the project? **Not established at this time**

Is an initial an assessment done on the content of the website, that the migration is doable task to Office Online 365 from SharePoint 2007? **No**

Are there any SharePoint migration tools available (i.e. AvePoint, Metalogix, etc.) with the District? **No**

Under which plans, the district is planning to subscribe to and each with a different set of features available in Office 365 SharePoint 2013 online like: **We have the Office 365 Plan A2**

- SharePoint Online Plan 1
- SharePoint Online Plan 2
- Office 365 Small Business
- Office 365 Small Business Premium
- Office 365 Midsize Business
- Office 365 Enterprise E1
- Office 365 Enterprise E3

Is the content district's website meeting all the requirements set by the following limitations by SharePoint Office online 365?

<http://office.microsoft.com/en-us/office365-sharepoint-online-enterprise-help/sharepoint-online-software-boundaries-and-limits-HA102694293.aspx>

(Example: Site Collection quota limit, per user quota)

Is the district using any tools (like ISA or TMG) for URL redirection? **No**

Does the entire content existing in one site collection? If not, How many site collections are currently existing. **There are separate site collections to accommodate the current 6000 employee MySites**

What is the maximum size of a Site Collection currently existing in the Farm. (in GB)? **Not certain of the answer**

How many maximum number of Sub Sites or Webs existing in a given Site Collection? **We have one main Intra web site, then 11 subsites. Some of these subsites have subsites**

What are maximum number of list items existing in any given list library? **Have no idea**

How many Farm Solutions currently exist in the farm? **One Farm**

How the content is currently updated in the existing site? Is the district using any tools? Is content is driven by data saved in external database or files? **Content is updated by users. No external data**

Has an assessment done on the district's website master page customization, that it is compatible and possible with office online? **No assessment has been done.**

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It is apparent that all URLs of schools in school district are hosted under one web application. 2 TB is a large content and it takes weeks to upgrade/migrate content to office online 365. It has to be done in multiple phases. So, What is existing plan to manage URL changes while parts of content existing on premise and other migrated content in office online? **The new site will take on a different URL so both environments can exist concurrently.**

Do you have out of box SharePoint sites in current SharePoint 2007 farm? If not, What kind of customizations do you have in your environment? Do you have custom site definitions, features, Web Parts, custom site templates, CSS files, custom fields, and so on? **Most are out of the box, but we customized our district IntraWeb somewhat (tweaked the Master Page)**

What kind of Compliance standards and information security you are following on current SharePoint 2007 farm? **We are not following any compliance like PCI, ISO, or Sarbanes Oxley – is that what you are asking?**

Do you network file Share which would like to move to SharePoint online? **No**

Are any external content identities involved in SharePoint 2007 farm which publish its content on it? **No**

What is the current SharePoint 2007 version in farm? Is MOSS SP2 applied on top of it? **Moss 2007 SP2 – 12.0.0.6421**

Do you use Mysite site collections for internal users in 2007 farm? Are there such requirements for external users also in 2013 online? **Currently have MySite for internal employees only. No external users will be present in the 2013 version.**

Do you have incoming enabled SharePoint document libraries in your 2007 farm? **Don't understand question, but people can post documents if that is what you mean.**

Do you use outofbox or custom Workflow in your SharePoint farm? **Yes – minimal – maybe 5 or 6 workflows**

Do you use alert feature on current SharePoint farm? **Yes, but limited usage**

Do you use Infopath on your current SharePoint farm? **Yes – limited usage**

Do you have custom web parts or 3rd party Web Parts in use? If yes, please list them. **No**

Do you have any 3rd party Solutions/Code Plex solutions deployed and using in farm. If so, Please list which of them are currently installed. **No**

How many Content Databases exist in the farm? **19 content databases ranging in size from 24-150 GB**

What is the maximum size of content database in the farm? **See above**

How many languages does your existing farm support? **1 – English**

Does the farm configured with any alternate access mappings? **No**

Are you using SharePoint for Search feature or using a 3rd party Search Product? **Using SharePoint's built-in search**

What is maximum outage affordable for any given Sub Site (Example: a particular school site) during the migration period. **1-2 days**

How many environments the district has? (Development/Test/Staging/Production, etc) **One environment – production**

Does the district have source code for all the compiled code deployed in the existing farm? **No excessive customization has been done. No source code deployed.**

Has the district customized Web.Config file? If so, Please list what types of customizations are made. **Yes. We did some branding, custom MySite Template, custom buttons at the top of the home page. Nothing too extensive, nor does it need to migrate to new environment. New environment will be rebranded.**

Do you have any other configuration files existing in the SharePoint hive folder? **Possibly. If so, they won't need to be migrated.**

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Do you have any setup files deployed in the SharePoint hive folder? **Possibly. If so, they won't need to be migrated.**

What is the district's expectation for migration, Is entire content to be done at once or in phased manner? If in phased manner, what part of current site is considered in each phase? Is it Once School Content in phase or do you have any other content classification or grouping? **Not sure at this time – probably looking at phased, but don't know without consultation.**

If Content is planned to migrate in different phases, what is your strategy in place to handle cross site references when part of site content existing on premise and the links in that content referencing to upgraded and migrated to online?

Have you conducted a trial migration from existing environment to SharePoint online? **No**

Do your current sites and site content conform to your internal SharePoint governance? **Yes**

What types of page customizations have you done – aspx pages, templates, etc.? **Modified Microsoft Code to get our IntraWeb environment to function the way we wanted it. This will be exposed during discovery.**

Please provide a list of the external interfaces (including active directory, reporting , web services etc) that interface with the SharePoint applications in scope. **Active Directory**

As a follow up to the previous question, please confirm that for external interfaces, District will assume responsibility for performing integration testing with the external systems. **Yes**

Please confirm that District will also provide a Database Administrator (DBA) who has the necessary access to the in-scope databases to provide database support on the project. **Yes**

As a follow up to the previous question, if no District DBA is provided, please confirm that District will provide the necessary access to the vendor's DBA to perform database related tasks on this upgrade project **Yes**

Does District require any Warranty support after deployment with this proposal? If yes please provide the number of business days of Warranty required **Please provide warranty information with your proposal with the associated costs for our consideration**

Does District require any Maintenance and Support after deployment with this proposal? If yes please provide the number of business days of Maintenance and Support required **Will need ongoing support vendor needs to be available for any necessary follow-up work on an hourly basis, or suggested alternative.**

What is the level of customization (Site definition, Feature, Web Part, Event receiver, Field type) required for the site? Applications with a large number of customizations take longer for an upgrade, hence the question. **This will be determined during project implementation. We expect some customization, but don't know what is available.**

Please provide the following quantitative details for the SharePoint sites to assess the size and complexity of the upgrade: Number of Site collections **6000**, Number of Sites - **11- 20 sites** , Number of Subwebs – **approximately 60-100**, Number of Lists – **100-200 lists** -, Number of Documents – **over 1,000,000**, Number of Links **Unknown**, Number of customized site templates – **1-4**, Number of customized web parts / features / development – **none**, Number of Workflows present: **Total 5 or 6**

Please provide the database growth (number of rows) experienced with the 3 sites for the past 3 years **Unknown**

Please provide details of the anticipated data growth over the next three years **Unknown – will be hosted by Microsoft.**

Please list any other special software being used with the SharePoint sites **none**

Please provide details on the SharePoint governance processes that are currently in place. The vendor would like to understand the level of process maturity in order to provide appropriate guidance **None**

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Please provide details of the existing infrastructure (topology, number of servers, server capacity, RAM size etc) of the current SharePoint 2007 installations **2 servers, Capacity 4 TB , 24 GB RAM**

As it stands today, Office 365 may not offer all of the functionality that business users can expect from an on-premises SharePoint environment. Has district performed any analysis of the compatibility/support of the custom tools (being used with SharePoint 2007) in Office 365 online SharePoint 2013? **No**

In continuation to the above question, Customisations can only be installed at site collection level and there are restrictions on what customisation can be done due to the multi-tenancy of the service. Consequently, most business users considering a migration of its business data to Office 365 are likely to do so utilising a hybrid approach, still keeping some data on-premises. What is district's preference in considering this as an option? **We had not planned on a hybrid approach. If this is a recommendation, we may have to reconsider.**

In continuation to the above question, please provide details of the analysis / tools the district completed in this regard. **None**

As a follow up to the previous question, has district planned alternate options for custom tools that are not being supported in Office 365 online SharePoint 2013? **No**

Please specify the database details/version that is currently in use. This will determine the migration estimate, hence the question **Microsoft SQL Server 2008 R2**

Does district use Business Data catalogue with the SharePoint application? **No.**

Please provide a list of the Shared Service Providers configured with the SharePoint application  
**None**

Does the district expect the vendors to provide a Fixed Price quote or can the vendors provide a T&E quote with fixed hourly rates for each resource type. **Fixed Price Quote**

How many onsite vendor resources can be accommodated by the district? **As many as necessary**  
Please confirm that district will not provide a lower score to a vendor that proposes Offshore application development (for example an application development center in India). **Answered above**

Will a proposal with offsite / offshore work scored less? **No as long as the conditions are met as stated above**

Should the vendor create or update any documents pertaining to requirements, design as part of this project? **Yes**

What will be the district's plan/strategy in terms of the infrastructure requirement for development, testing? **Need guidance**