LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
REQUEST FOR QUALIFICATIONS #21-002-00101
Microsoft Consulting Services
Response To Questions – February 19, 2021

1. Remote project delivery typically enables us to reduce project duration and costs. Most of the projects we do *could* be delivered 100% remotely however, we sometimes find it useful to be onsite during discovery meetings, training, etc. Considering the potential effect on project duration, resource availability, and cost on a scale from 1 to 5 where 1 represents "100% **onsite** project delivery" and 5 represents "100% **remote** project delivery", what are your requirements on this continuum?

   Answer (A): We prefer 100% *remote* for discovery, development, training, and follow-up and we have found it to be very functional.

2. Regarding your current experience with O365/SharePoint Online:
   a. What is the current breath of usage in terms of number of Departments, Users, and Site Collections?

      A: 85 SPO users; Currently only have 1 active site collection; Do not currently have departments setup in SPO.

   b. For what workloads are you currently using SharePoint/O365 (e.g. document management)?

      A: Document Management; Communication (web parts, pages); SharePoint Lists; Microsoft Stream.

   c. Are you using the "Classic Experience", which is being phased out, or the Modern Experience comprised of Modern Team, Communication, and Hub Sites?

      A: Modern.

   d. What, if any, problems or dissatisfaction have you experienced with SharePoint/O365?

      A: None currently.

   e. Do you already own any SharePoint-related products (e.g. Nintex, etc.) and if so, which ones?

      A: None currently.

   f. Can you please provide additional information and use cases for the reference to "SharePoint Development" stated in the Scope of Services section, paragraph 1C, as "LRECD is seeking consultant services for **SharePoint development**, permissions, best practices, configurations, and implementation"?

> A: Various advanced configuration and setup of workflows for processes such as 1) document approval, 2) embedded PowerBI to centralize tools and simplify staff consumption, and 3) management of policies and procedures library, etc.

    g. On a scale from 1 to 5 where 1 represents "None" and 5 represents "Expert", please indicate what SharePoint/O365 skills you currently have in house related to:
- i. Infrastructure, Administration and Maintenance. A: 2
- ii. Information Architecture Design and Implementation. A: 2
- iii. Content Owner/Authorship. A: 3
- iv. PowerShell and C# Development. A: 1

3. Regarding the "Fee Structure" and related scoring criteria stated as "The consultant's cost competitiveness and reasonableness" indicated in the Selection Process Section item 4:
   a. Will the scoring only consider hourly rates? A: Primarily. The spirit of this scoring criteria is to ensure the rates are within typical ranges.
   b. Approximately 90% of our business is with State and Local Government and, while our rates may not be the lowest, we are typically the lowest cost provider for the solution overall due to our experience and use of the "Solution Accelerators" (e.g. automated processes to deploy solutions). How will the scoring work for this solicitation if you compare vendors solely on hourly rates? A: See previous.

4. Regarding the notarized "Sworn Statement on Public Entity Crimes" form required as part of the bid submission; due to the Coronavirus crisis and given that California does not provide for remote notarization services, will the signature by an Authorized Signatory of the Corporation accompanied by the Corporate seal suffice in lieu of a notarized form for the initial submission, with the understanding that notarized form will be supplied upon vendor shortlist or award?

   A: Yes

5. We are a Microsoft SharePoint Deployment and Planning Services (SDPS) Provider; in that regard do you have any Microsoft Software Assurance vouchers that might be applied to the budget?

   A: We do not currently have Microsoft Software Assurance vouchers.

6. We typically conduct the majority of our project delivery via virtual meetings using Microsoft Teams because this:
   - Reduces the cost of the project in terms of both travel time and expenses
   - Enables us to record the sessions for review by anyone who could not attend and/or for future reference
   - Enables participants from multiple customer locations to participate independent of their location
   - Enables us to have the most qualified resource on our team conduct the session, independent of location

   Considering the current Coronavirus crisis, will this way of conducting project delivery meet your requirements?

   A: Yes

<div align="center">End of Questions and Answers</div>