

# CPL SharePoint Questions and Answers

April 9, 2015

File	Page #	Section	Question	Answer
Attachment 5	n/a	n/a	I need an explanation on how CPL wants us to fill this out. I understand Column E and J. I don't understand who the "software developer" is for column F. Is that referring to us? Finally, it is unclear what CPL wants us to record in columns G, H, and I.	Software developer is MS or Vendor--we are trying to get at whether the vendor will use existing MS products, e.g. InfoPath  Columns G, H, I are for supplemental information. Examples include: provide name of module if necessary to meet requirement (another MS project or SP module), what phase are you recommending the requirement implement (phase 2), provide any other comments as necessary
Attachment 5	n/a	43	What type of data would be included in a "data feed" and from where?	
Attachment 5	n/a	94-101	Verify that the outward facing information is available to the general public without logging into SharePoint. Can CPL provide clarification on the requirements for external access? Table 1 in attachment 8 shows that external customer access is out of scope for this effort, but the requirements in attachment 5 identify specify external access.	
Attachment 5	n/a	45	Does CPL use Google Analytics now?	Yes
Attachment 5	n/a	29	What type of administrative functions do you expect a user to perform on these devices? Will you limit what devices are to be used for administrative tasks?	We expect staff who have contribute access to SP to be able to add content. We do not anticipate site admins using mobile devices to accomplish admin tasks.
Attachment 5	n/a	58	Please describe the content CPL wants to post to social media sites.	We anticipate photographs and events being shared to social media sites
Attachment 5	n/a	89	Will each user of the system have an Exchange Online account?	Yes
Attachment	n/a	128	Will CPL limit your calendar	Yes

<b>5</b>			integration to the Office 365 Exchange Online accounts?	
<b>Attachment 5</b>	n/a	129, 146	Does CPL mean users will need anonymous access to a SharePoint Online site?	No. We will provide a secure link through invitations to outside parties who need access to a specific document or site.
<b>Attachment 5</b>	n/a	144	Please define asset.	Piece of equipment that was fixed/modified
<b>Attachment 5</b>	n/a	129-145	Will you be interested in integrating Flowan into SP instead of creating a new one?	Yes. We would like to integrate the Flowan system for ticketing into SP.
<b>Attachment 8</b>	5	Table 2	What ERP system does CPL use? Is integration with the CPL ERP a requirement for this current project?	We use TylerMUNIS but don't have current plans for integration with MUNIS. Full integration isn't necessary. We need to be able to sync employee data between MUNIS and CPL's SharePoint
<b>Attachment 8</b>	7	n/a	What is the client's definition of custom? For example, does the client consider InfoPath Forms development as custom?	Custom means development outside of InfoPath. Meaning using an SDK or developing custom workflows
<b>Attachment 8</b>		1	What specific licensing has CPL purchased to support this project?	The Library has E1 licenses for staff.
<b>Attachment 8</b>	4,5		What is the preference for forms usage and in SharePoint?	Preference is for integration within SharePoint so users are filling out online forms instead of downloading, completing, and uploading forms.
<b>Calendaring</b>			Shared calendars should be independent, example one shared calendar for vacations, another for meetings. Is there already specifications for what information should be entered for each type of appointment? If appointment is a vacation, are approval workflows running in background? What type of approval workflows are currently being used?	There are not specifications for this right now. Vacations are approved in Employee Self Service in a parallel workflow. Approval workflows are only taking place in our ERP system (TylerMUNIS).
<b>Existing conditions</b>			What version of MS Office is on the desktop?	Office 2010
<b>Existing conditions</b>			Do you have wikis, message boards, or other content that needs to be migrated?	No

<b>Existing conditions</b>			How do people access intranet currently?	Through IE with login credentials.
<b>General Questions</b>			How will Lync be utilized?	Lync will not be integrated with SP as the Library is running another in-house call manager.
<b>Governance</b>			Does the Library have an existing SharePoint governance plan?	No. The Library is looking to vendor for recommendations for best practices.
<b>RFP</b>	4	A.3	Did CPL engage a consulting firm to help you implement Phase 1, Microsoft Office 365? If yes, is that firm allowed to bid on the Phase 2 effort as well?	Yes. We are looking for competition and everyone is welcome to bid.
<b>RFP</b>	5	A.4	Will new branding be incorporated into the template? If so, has the new branding been defined and created or will that effort be part of the project?	Yes.
<b>RFP</b>	7	A.8.3	No location was specified for Addenda.	Will be posted to cpl.org
<b>RFP</b>	11	A.14.2	Contract Execution – missing the referenced section.	A33 REFERENCE IS TO SECTION A.7.8
<b>RFP</b>	14	A.20	S – Requirement and Feature Supported by Software Developer. Is the “Software Developer” the proposer or Microsoft?	Software developer is MS or Vendor--we are trying to get at whether the vendor will use existing MS products, e.g. InfoPath
<b>RFP</b>	15	A.21.4	When CPL states they “intend to utilize SharePoint in a cloud environment” are they referring to Microsoft Office 365 SharePoint Online? Did CPL already purchase the Office 365 licensing model that included SharePoint Online?	We are referring to Vendor or MS.
<b>RFP</b>	16	A.22	Is experience with TylerMunis required to be awarded this contract?	Not necessary.
<b>RFP</b>	16	A.22.2	What is the anticipated volume of documents to be stored in the future?	See section A.21.5 in RFP.  The CPL estimates 100 documents to be converted for the project.
<b>RFP</b>	16	A.22.4		The IT assessment is related to SharePoint governance--what kind of staffing levels do we need to govern SP long term? What kind of resources do we need for success?

<b>RFP</b>	16	A.22.5	<p>What is the nature of the integration to the TylerMUNIS financial systems? For example:</p> <ul style="list-style-type: none"> <li>- Display data from the financial system. If so, how extensive.</li> <li>- Allow update of data from within SharePoint. If so, what type of transactions?</li> <li>- Provide a link to easily access the financial system.</li> </ul>	We do not have specific plans for integration and are looking for vendor to recommend best practices for integration with legacy systems.
<b>RFP</b>	19	30.1	Will data entered during the “live test” be valid data or test data? If test data, will it need to be removed at the end of the “live test”.	test data and yes, it will need to be removed.
<b>RFP</b>	4	A.4	What software was used to build the current intranet site?	Drupal
<b>Search</b>			How will you be setting up search?	CPL is interested in learning more about the advanced search results in SharePoint and looking for guidance from vendors on the capabilities.
<b>Training</b>			What role will training play	See section A21.6 of the RFP and Scope Overview in Attachment 8. The Vendor will be responsible for training CPL on how to update and implement the templates. CPL is looking for recommendations/best practices from vendors.
<b>Training</b>			What is the Library's user adoption plan	The plan is to roll out slowly using the first three test cases. CPL is looking for recommendations/best practices from vendors.
<b>UX</b>			Will brand guidelines be provided? CSS?	Yes, brand guidelines will be provided. The Library will rely on vendor to develop CSS that can be used throughout SharePoint.
<b>UX</b>			Have you looked at how people collaborate now?	CPL provided My Sites in a soft launch so some staff have figured out how to use them but adoption is low. CPL wants to use social features like Yammer in the future for collaboration.
<b>UX</b>			What are the major pain points for your users?	Currency of information. Finding key documents and information is difficult, particularly with regards

				to directories, contact information, procedures, and policies.
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# SAMPLE APPROVAL WORK PROCESS FOR GRAPHICS REQUISITIONS

