



ADDENDUM 01
RFP 20-07-354 IPTC Employee Intranet

September 25, 2020

To: All Vendors of Record

RE: Addendum 01

All vendors are to accept the information contained herein as the official response of IPTC.

TO ALL BIDDERS OF RECORD AND TO WHOM IT MAY CONCERN:

This Addendum is being issued prior to the date for receiving proposals.

This Addendum forms a part of the Contract Documents and modifies the original Request for Proposal as noted below and shall be incorporated into the Contract Documents. All other provisions of the RFP, released September 8, 2020, shall remain unchanged.

This Addendum is issued in accordance with the provisions of Section 3 of the Request for Proposal document. All Proposals shall be based upon work as modified by this Addendum.

Acknowledge receipt of this Addendum on the Acknowledgement of Amendment Form. Failure to do so will result in disqualification of the Bidder. This Addendum **does not** change the Proposal Due Date.

ATTACHMENTS

1. Questions & Answers
2. List of Downloaders, including any with Diversity Certifications administered by INDOT or The City of Indianapolis Office of Minority and Women Business Development (OMWBD)

You can go to the following websites for a complete list of qualified, certified companies:

DBEs: : <https://entapps.indot.in.gov/DBELocator>

XBEs: <https://goo.gl/693wge>

Indianapolis Public Transportation Corporation
Karolyn Ratcliff • Contract Specialist
1501 West Washington Street • Indianapolis, In. 46222
Tel: 317.614.9231 • email: KRatcliff@indygo.net

ADDENDUM 1

RFP 20-07-354 - INDYGO EMPLOYEE INTRANET (SHAREPOINT)

TOPIC:	No.	QUESTION:	ANSWER:
ONSITE:	1	Are there any anticipated onsite requirements? Or can all work foreseeably be conducted remotely?	Work can be performed remotely. There may be instances where an onsite visit is warranted. At least Kickoff and closed meetings are required to be in person.
	2	Does IPTC expect the entire work to be performed onsite?	See answer to Question #1
	3	In the light of the ongoing COVID-19 pandemic, is IndyGo expecting the RFP work to be done remotely or onsite?	See answer to Question #1
	4	Does IPTC expect the entire work to be performed onsite?	See answer to Question #1
	5	Would IPTC be open to some (e.g. development, testing) or all the work being done remotely?	See answer to Question #1
	6	Would IPTC be open to some (e.g. development, testing) or all the work being done outside the U.S. (offshore, e.g. India)?	See answer to Question #246
TIMETABLE:	7	There is a desired delivery date for the intranet of Q1 2021; however, is there a delivery date in mind for any key milestones?	The start of this project will occur in Q1 2021. We anticipate its completion by no later than the end of Q3 2021 with additional features added on through Q4 2022.
FORMS:	8	If any existing forms needing technical support, what technology is in place to currently support them?	Existing forms are currently in SharePoint. We will be recreating the forms in the new solution (ground-up).
	9	Regarding requirements for "Forms creation": a. Is the development of specific forms part of this solicitation or just a required feature of the solution? b. If forms development is in scope: i. How many forms are to be developed and what are they? ii. What is the average number of fields per form? iii. Can you please provide PDF copies or mockups of all forms to be developed as part of this solicitation? iv. If you have experience with SharePoint, do you anticipate that the built-in forms that come with SharePoint Lists will meet your requirements?	Forms can either be created in SharePoint or through a third-party vendor (yet to be determined). The numbers of forms and fields are yet to be determined. We will prefer the forms to be created within SharePoint; however, if SharePoint can not satisfy all of our form requirements, we will utilize a third-party forms vendor.
	10	Please provide some background on the Forms Creation scope and sizing. Will any of the forms in SharePoint, Forms, Adobe, DocuSign, PDF need to be recreated?	See answer to Question #9

	11	What kind of workflows are you planning to have? Please describe.	We plan to use several types of workflows, ranging from request submissions to forms that create reports and distributed via email. Part of this project is conducting interviews with IPTC departments on the number and type of forms needed for the Intranet.
	12	Does IPTC expect the selected vendor to enable Fillable PDF Forms and Electronic Signature features while accessing intranet from mobile?	Yes
	13	Please share the count of Forms which vendor need to create in new Intranet	See answer to Question #11
	14	What electronic forms do you anticipate having the selected vendor create for the new intranet solution?	See answer to Question #11
	15	Please quantify number of forms, relative complexity, and provide samples as appropriate.	See answer to Question #11
	16	Are there any intelligent PDFs and/or InfoPath forms and if so, please provide detailed information as to the form disposition requirements in the new environment.	See answer to Question #11
TRAINING	17	On a scale from 1-5, 5 being expert, what is INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION 's IT team's internal expertise with your SharePoint?	2 to 3
	18	It is mentioned that training will take the form of train-the-trainer and recorded videos. Does this encompass the training of IT/support, site admins, content admins, and end users?	Yes for all
	19	Does IPTC have any prior user training materials for its current Intranet portal? If so, would they be available to be leveraged for the deployment of the new Intranet, portal, if applicable?	No.
	20	The RFP mentions Train-the-trainer and video training. Is it acceptable to record the train-the-trainer sessions to use for video training, or do you envision more formal training videos?	We envision the training sessions to be train-the-trainer while being recorded via Microsoft Teams, and then those videos can be used a training for others.
	21	What are the training requirements? Site Publishing v. Site Administration v. Development	We require training for site publishing and site administration.
	22	The Vendor understands that IPTC envisions Training to be provided virtually through Train the Trainer approach. Please confirm, how many hours of training is anticipated?	See answer to Question #21. The vendor will need to bid on the number of hours it feels IPTC will need for training.
	23	On a scale from 1-5, 5 being expert, what is INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION 's IT team's internal expertise with your SharePoint?	See answer to Question #17

	24	Is there a requirement for training users on Skype for Business Teams and if so, please provide your anticipated number of users and locations for training?	See answer to Question #20. Locations are not an issue since it will be virtual.
	25	How many Admins will need to be trained when the new intranet is launched and are, they all at the same location?	In the IT Department, 3-4; however, each department will have their own owner of their departmental page information, so it depends on your definition of "Admins". All are currently at IPTC HQ; however, location should not matter since the training will likely be virtual.
	26	How many site owner users will need to be trained when the new intranet is launched and are, they all at the same location?	See answer to Question #25
	27	How many contributors and/or site owners will participate in the ongoing governance and maintenance of the new intranet?	It will vary by delegation from the individual departments.
	28	Please confirm, how many users are required to be Trained ?	See answer to Question #25
	29	Does the RFP account for the impact COVID-19 may have on the availability of your team members for discovery workshops and meetings?	Yes. We have onsite and virtual personnel all accessible via Microsoft Teams.
	30	Has there been a vision, goal and strategy formulated around employee engagement and how the Intranet plays a central role in this strategy? This is key to influencing design and functional requirements/priorities for the Intranet effort. Are you looking for guidance from supplier on this?	We are looking for guidance from the vendor; however, our goal is to have nearly all of employee resources available via the Employee Intranet.
	31	Will the supplier have full SharePoint Tenant Administration access to the environment? Can an internal App Catalog be used to house/manage any custom features/solutions?	Yes. The vendor will have to explain its reasoning for an internal App Catalog. We are looking to this solution to be 100% cloud-based including its dependencies.
	32	Can further details be provided regarding the Strategic Plan Pods requirement?	The pods/committees/teams will require space to share updates with all of IndyGo as well as an opportunity to hear back from employees to understand if their initiatives are hitting the mark. There are strategic planning teams/committees who will need an outlet to manage materials among their groups, send surveys to themselves and all of IndyGo, and keep communication flowing between their groups and all of IndyGo. As of now, we use Teams for most of this work, which could continue to be the solution.
	33	Will the supplier be responsible for governance strategy and execution?	It will be helpful for the vendor to assist with the governance strategy and execution.
NO. OF USERS/EMPs	34	Approximately how many employees will the Intranet Site be supporting?	Approximately 900

35	How many licenses will be required, should license cost be included in the total cost estimate of the proposed solution?	All licenses are already allocated through our O365 license agreement. If there are other licenses that need to be considered, those licenses need to be stated in the bid.
36	Please provide a list of all departments and any hierarchy within the departments	This information will only be disclosed to the selected vendor.
37	Do you have any pre defined tiered access permissions?	No. This will be determined upon project initiation/discovery.
38	Will external users be given access to the new intranet?	No.
39	Regarding your current experience with SharePoint and/or O365: a.What is the current breath of usage in terms of number of Departments, Users, and Site Collections? b.For what workloads are you currently using SharePoint/O365 (e.g. document management)? c.What, if any, problems or dissatisfaction have you experienced with SharePoint/O365? d.Do you already own any SharePoint-related products (e.g. ShareGate, etc.) and if so, which ones? e.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 ii. Information Architecture Design and Implementation iii. Content Owner/Authorship iv. PowerShell and C# Development	a. See answer to Question #36 (users - see answer to Q#34) b. Document management, forms submission, media content, website (informational). c. N/A d. No e. See answer to Question #17
40	How many users should we account for as it relates to product pricing, implementation services scoping, etc.?	See answer to Question #34
41	From the RFP, section 1.1 (history) it is understood there are approximately 850 employees of IPTC. Is this also the number of end users for the new intranet?	Yes (potentially).
42	The RFP mentions the solution will need to setup approximately 20 department. Approximtely how many users does this entail?	See answer to Question #34
43	Describe the SLA for support. Will a full-time employee be required, or is it sufficient if a person is available during business hours but not full time?	The expected SLA for a response to an issue is 2 hours. If the vendor has tiered SLA support option, please specify. A full-time employee is not required for support. Support should be available M-F 8am-5pm EST at a minimum.
44	Centralized or distributed publishing model? Will there be people from different departments managing their area of the Intranet? Or handled by a central communications team?	There will be both from different departments and a central communications team.
45	Will critical users/stakeholders be available to interview, provide feedback, and complete user acceptance testing?	Yes

	46	Do you want all 850 employees to access Intranet?	Yes
	47	Can we get the number of users, and size of their home drives?	We have approximately 900 users. Moving home or shared drives are not part of the scope.
ON-GOING SUPPORT	48	Does IPTC expect the vendor to include Support and Maintenance post Go-Live within the term of 3 years as indicated in the RFP? If yes, Is the vendor expected include it as part of the Proposal and in the Pricing Submission Sheet?	Yes. Yes.
	49	Please confirm the Support Window the vendor is expected to offer, we assume it is going to be the IPTC business hours, i.e., is Monday to Friday, 8:00 AM to 5:00 PM EST for the period of 3 years?	See answer to Questions #43
	50	Once the development of the solution is complete, how do you anticipate the remainder of the 3 years to be used? (E.g., support and enhancements)	Support, enhancements, training (if needed).
	51	Will support be billed hourly, or do you prefer a certain number of pre-paid hours per month?	Support will not be billed hourly. We prefer that there is a allotment of support hours at a fixed cost, and a rate for exceeding the allotted hours or the option to purchase additional support hour buckets. This will all depend on the vendor.
	52	Do we need to provide a SharePoint Administrator or will it be client provided?	A SharePoint Administrator should be provided for the project and train-the-trainer. During the maintenance period, IPTC will be the SharePoint Admins with support from the vendor.
	53	Do we get Tenant level access for deploying new solutions or site level access if Sharepoint Administrator from IndyGo?	Yes
	54	Does IndyGo have a hub-site navigation system in any of the departments?	No
	55	Will IPTC be looking to the vendor to provide program support, such as development of plans for organizational change management, communication scheduling and execution, solution governance, etc.?	Yes. We will be looking for the vendor's guidance on these initiatives with IPTC taking over its responsibility after project completion.
	56	Can SharePoint admin access be granted if requested?	Yes
	57	Will IPTC be providing a dedicated Product Owner?	Yes (may be shared)
	58	Is the vendor free to select a project management methodology for this effort?	Yes
	59	Is there run & maintenance required post launch?	Yes
	60	Will this engagement have multiple release phases? Or is the expectation for the complete Intranet site to be launched in Q1?	Yes. See answer to Question #7.
	61	Are there specific start and end dates and how flexible are they?	See answer to Question #7.
	62	What is expected over the course of the 3 year term of engagement?	Creation of new employee Intranet, guidance on maintenance and governance, support assistance, training

	63	What is the proposed timeline for this engagement between the go-live date in Q1 2021 as stated and three year period of performance?	See answer to Question #7.
	64	we would like some clarification regarding expectation for “redesign support and guidance” for the duration of the 3 year contract.	See answer to Question #62
	65	Section 1.5.5 and Page 8 of the Terms and Conditions references requirements for warranty. Please provide the expectation for the warranty period (i.e., warranty time frame after go-live).	The vendor must support all aspects of the Employee Intranet during the 3-year period and remedy any issues pertaining to maintenance and support.
DBE/ DIVERSITY	66	Please clarify if IndyGo non-DBE vendors need to partner with MBE, WBE, VBE, and DOBE firms (4 firms total) to meet the 9% DBE goal? Or if subcontracting with a MBE and a WBE, for example, is sufficient to meet IndyGo's supplier diversity 9% objective?	Please note that the 9% goal is for DBE participation, not XBE (MBE, WBE, VBE, and DOBE). IndyGo only accepts INDOT's DBE certifications to meet all federally funded project goals.
	67	The form mentions being US DOT and INDOT certified. We are 8(a) certified. Would you be willing to accept this as satisfying the certification requirement?	IndyGo does not currently accept the 8(a) certification.
	68	If the prime bidder is a certified WBE for the State of Indiana – will that satisfy the 8% WBE diversity participation for this procurement?	Please note that there is only one goal for this project. 9% DBE. IndyGo only accepts the INDOT DBE certification for federally funded projects. Please ensure that you are viewing the most recently updated solicitation packet from the website.
	69	Section 1.11 Disadvantaged Business Enterprises: and Section 1.12 Diversity Commitment and Equal Opportunity. a. A 9% participation goal of 9% has been established for this procurement. In Section 1.12 it calls for MBE – 15% and WBE – 8% and VBE – 3% and DOBE 1%. Can you clarify what the DBE % is? Is it 1% or 9%?	Please note that there is only one goal for this project. 9% DBE. IndyGo only accepts the INDOT DBE certification for federally funded projects. Please ensure that you are viewing the most recently updated solicitation packet from the website.
	70	Can you please clarify the diversity goals? There is a percentage listed for MBE, DBE, WBE, VBE, and DOBE. Does that mean each time must have at least 5 companies in order to satisfy this? Or, is this a desired goal instead of a requirement? Will we be disqualified for not meeting any of these by submitting a proposal? Can an MBE firm fulfill the entire diversity requirement? What if we cannot meet all of these diversity percentages?	Please note that there is only one goal for this project. 9% DBE. IndyGo only accepts the INDOT DBE certification for federally funded projects. Please ensure that you are viewing the most recently updated solicitation packet from the website.

	71	If we are a MBEs certified by the National Minority Supplier Development Council, Inc. Do we still need to separately apply and obtain MBE certification from by the City of Indianapolis' Office of Minority and Women's Business Development (OMWBD) and the Indiana Department of Administration's Division of Supplier Diversity, separately to qualify as an MBE?	IndyGo does not accept the Midstates MBE certification. Please also note that there is only one goal for this project. 9% DBE. IndyGo accepts the INDOT DBE certification for federally funded projects. All other percentages listed in the solicitation package pertain to IndyGo's commitment to our Supplier Diversity program and diverse vendors.
	72	Would the vendor be credited with XBE participation for the portion of the Work, i.e., 100% , that it self-performs?	Please note that the goal pertains to DBE participation, not XBE. Please ensure that you are viewing the most recently updated solicitation package from the website.
	73	Can you please clarify the diversity goals? There is a percentage listed for MBE, DBE, WBE, VBE, and DOBE. Does that mean each time must have at least 5 companies in order to satisfy this? Or, is this a desired goal instead of a requirement? Will we be disqualified for not meeting any of these by submitting a proposal? Can an MBE firm fulfill the entire diversity requirement? What if we cannot meet all of these diversity percentages?	Please note that there is only one goal for this project. 9% DBE. IndyGo only accepts the INDOT DBE certification for federally funded projects. Please ensure that you are viewing the most recently updated solicitation packet from the website.
	74	Is WBE and VBE Required? Or MBE is enough?	The goal on this solicitation is 9% DBE. Please ensure that you are reviewing the most recently updated solicitation packet from the website.
	75	Can one company satisfy multiple participation requirements?	A company can be dual certified. DBE/XBE.
	76	Can the prime contractor meet any of the participation requirements?	The prime contractor interested in bidding this opportunity should be able to meet the participation requirement listed in this solicitation.
	77	Can the DBE requirement be satisfied by one of the companies that satisfy either MBE, WBE, DOBE, VBE. For example, if a company satisfies the MBE criteria and the DBE criteria, will their 15% cover both goals?	If the company is both DBE and MBE certified and at least 9% of the total project is committed to them then that will fulfill the Supplier Diversity requirement.
	78	Please provide a list/location to the list of vendors that qualify for the DBE.	https://entapps.indot.in.gov/DBELocator/
	79	What is the scoring criteria for meeting the MBE, WBE, DOBE, VBE, and DBE goals?	We cannot use participation as a scoring criteria on our federally funded projects.
BUSINESS REQUIREMENTS	80	Are content types and associated retention schedules already defined or is that work part of the scope of this project?	Content types and retention schedules are part of the scope of this project.
	81	If Content type and retention schedules are defined is the current content being managed under these content types and retention schedules?	N/A

	82	How many department portals are in scope to be included in the proposal estimates?	16 estimated
	83	What are "Strategic Plan Pods?"	See Answer #32
	84	Scheduling, meetings with Microsoft Teams, contact information, organizational chart, and project updates – Do we need to display the information in SharePoint? Please elaborate.	Yes.
GOLD	85	Mandatory Requirements state that the bidder must be a SharePoint (Microsoft) Gold Certified Partner. This exact certification does not exist any longer for Microsoft.	False.
	86	Can you confirm the SharePoint (Microsoft) Gold Certified Partner is referring to or the same as Microsoft Collaboration and Content Gold Partner?	We are preferably looking to a Microsoft Gold Partner that is proficient in SharePoint design, development, training and administration.
	87	Would you waive the MS Gold requirement based upon experience? We are currently MS Silver. Will we be automatically disqualified for not being gold?	Microsoft Gold Partner is our preference. Microsoft Silver Partners will be considered only if the vendor proves proficiency through artifacts and references.
	88	If our company meets all other criteria and has a great solution and has the following Microsoft Silver Certifications. Will our proposal be accepted and be allowed to participate in the Evaluation Process outlined in Section 1.6.1? Microsoft Silver Certifications •Cloud Productivity •Cloud Platform •Small and Mid-market Cloud Solutions •Data Analytics •Application Development	See answer to Questions #86 & #87
EVALUATION	89	In section 1.6.2, it states that project documentation, artifacts and methodology will be evaluated (worth 50 points) as part of this bidding process. Please indicate the expectation for the provision of project documentation and artifacts as part of the bid response (Note, project documentation and artifacts delivered to clients often have client confidentiality constraints that vendors must observe). If there is no expectation and no impact on the score (i.e., the 50 points is assigned to project methodology), please confirm as such.	IPTC has no issue with signing a NDA, if necessary, for analyzing vendor artifacts. IPTC has a strict policy during and after solicitation concerning disclosure of vendor proprietary information.
CERTIFIED	90	The form mentions being US DOT and INDOT certified. We are is 8(a) certified. Would you be willing to accept this as satisfying the certification requirement?	See answer to Question #67

TECHNICAL	91	Is there a page limit on vendor's response to this section or any others to include the Technical Proposal?	No. There is no page limit. However, vendors are encouraged to provide concise, yet detailed information regarding the bid. Boilerplate or glossy proposals are not desired.
	92	What are the required sections for the "Technical Proposal with Pricing"? Also, would IndyGo please note any page limitations.	Technical proposal should address and encompass all required responses requested within the solicitation. Pricing should be detailed including annual/monthly cost breakdowns for all applicable components. IndyGo requests the ability to understand the full cost of the project. Please see Question #91 for answer on page limitations.
	93	Please provide an itemized list/estimated number of the necessary integrations.	This will be disclosed with the selected vendor
	94	Does IPTC expect seamless bi-directional integration of third-party solutions with SharePoint? Please confirm.	There may be bidirectional integration with third-party solutions in future feature updates.
	95	Will resources from IndyGo be a part of the engagement in partnership with the selected supplier? i.e. Project Manager, Technical Subject Matter Expert, etc.	Yes. Project manager, SME, etc.
	96	The RFP does not define any Technical Proposal format but provides 3 Attachments (ATTACHMENT A, ATTACHMENT C & ATTACHMENT D) that need to be completed and submitted as part of the proposal. Does IPTC expect the vendors to provide the Proposed Technical solution with Pricing along with aforementioned 3 attachments?	Yes. Please see question #92.
ATTACHMENT QUESTIONS	97	Who submitted the "Potential Questions" listed in Attachment B, when, and what prompted them to submit questions (i.e. they are clearly real questions from someone outside of IndyGo that appear to have been submitted prior to the release of the RFP as they are included in the RFP).	The "Potential Questions" list was formulated by IPTC through research of solicitations and RFIs from various public agencies who have implemented similar Intranets.
	98	Pre-answered questions on page 64 of the RFP state source(s) of data migration is limited to the existing IPTC SharePoint Online intranet, however Scope of Service/Work Checklist (Attachment A; Page 60) states "All users home drives moved to OneDrive and all shared drives moved to SharePoint". Can IPTC confirm whether network drive content and personal drive content are in scope for the migration or not? And if so, can IPTC provide how many personal and network drives are to be migrated and what is their size?	It has been determined that OneDrive and shared drive migrations will occur in-house and is excluded from this solicitation.

	99	All users home drives moved to OneDrive and all shared drives moved to SharePoint – What is the volume of data in the shared drive?	See answer to Question #98
	100	What is the cumulative size of all users home drives which needs to be moved to OneDrive?	See answer to Question #98
	101	What is the cumulative size of all shared drives which needs to be moved to SharePoint?	See answer to Question #98
	102	Did any contractor or vendor assist with the development of this solicitation or provide you with an initial evaluation, proof of concept, demonstration, pricing, or any other analysis related to this procurement? If so: a. Please provide the name of all contractors and vendors b. Are these contractors and/or vendors eligible to bid on this project?	N/A
	103	Attachment A Question 1. A link to the website, will maintain the redirect within the Intranet portal (users will not exit the portal upon click the link, so it can be a framed page containing the redirected website)	It is preferable that links to external websites will not launch another window or tab. If this is logistically complex or not possible, please state reasons.
DOCUMENT/RECORDS MGMT.	104	Can you provide the number of content types, policies, and rules in your current SP environment?	IPTC is starting from formula. This will be disclosed with the selected vendor.
	105	Does the Indianapolis Public Transportation Corporation have well defined retention policies for documents and are these to be implemented in as well or will there need to be time allocated in the Scope and Planning phase in order to define your policies?	IPTC has defined retention policies.
	106	How are Indianapolis Public Transportation Corporation's paper documents currently being managed, stored and secured?	Traditional physical filing and electronic media.
	107	Does Indianapolis Public Transportation Corporation currently utilize a software system for Electronic Document Management? How do you currently manage, store, and access declared records?	No. We are looking at options for this either natively in SharePoint or with third-party integration.
	108	Is Records Management a part of the envisioned solution (e.g. Information Management policies, retention, archiving, eDiscovery, legal holds, etc.) and if so, can you please describe this requirement?	Yes. This will be defined in the scope and planning phase with the selected vendor.
	109	Does the envisioned solution include requirements for digital signatures and if so, what are the requirements? Do you currently own any digital signature products?	IPTC uses DocuSign for digital signatures.
	110	Has Indianapolis Public Transportation Corporation established document retention policies for paper and electronic documents?	Yes

	111	Does Indianapolis Public Transportation Corporation have an established document classification system?	Yes
	112	Is the application of automated document retention policies anticipated to be part of the intranet rebuild project in O365?	Methodologies concerning archiving data per our retention policies will be part of this implementation.
	113	Does Indianapolis Public Transportation Corporation want a formal creation\review\approval process for documents in the new intranet?	Yes
	114	Regarding "Document Retention Management" requirements: a. What is meant by "through third-party portal (i.e. OpenText)", e.g. what role does Open Text play in the solution that is the focus of this solicitation? b. Can you please provide additional details and use cases for the requirement stated as "Policies, procedures (SOPs), archival and retention capabilities" (e.g. is this essentially document retention and disposition policies of something else/more)? c. If formal Records Management is within the scope of this solicitation: i. How many document/record categories/series/types need to be configured for this specific solution? ii. Can you please provide a copy of your official retention schedule as part of the QA response?	a. Yes. OpenText was a suggestion example of a third-party solution for document retention. b. Document retention, versioning, approvals. etc. c. Yes. i. This will be defined in the scope and planning phase with the selected vendor. ii. This will be defined in the scope and planning phase with the selected vendor.
	115	Is the evaluation of a document retention management system in scope?	Vendor should have experience with either developing document retention management within SharePoint and/or thrid-party solution integration.
CURRENT SHAREPOINT	116	Please provide some background on the 'inadequate' descriptor of the current intranet mentioned in Section 1.5.1'. Can you provide a list of major pain points?	The current "Intranet" is by department and lacks total enterprise deployment and functionality.
	117	IPTC states they do not leverage managed metadata term sets, however is any additional information architecture used to categorize, classify, or "tag" documents, files, and items in the current solution?	No.
	118	Is the information in Active Directory accurate (pictures, birthdays, anniversaries)? Do dynamic Active Directory groups exist that can be used if needed?	Active Directory does not have complete data for all user information.
	119	Has IPTC performed any requirements gathering such as interviews/brainstorming? If so, with whom?	All requirements gathering has been conducted in-house.
	120	What is the SharePoint Online deployment process employed by IPTC?	It's currently based on each department's preference. This will be defined in the scope and planning phase with the selected vendor.

	121	What is the QA process employed by IPTC?	This will be defined in the scope and planning phase with the selected vendor.
	122	Will the supplied resources fit into an existing management structure?	We are starting from the ground up on this project, as stated before. This will be defined in the scope and planning phase with the selected vendor.
	123	Why is IPTC going from SharePoint Online to SharePoint 2019?	We are staying with SharePoint Online. Vendor needs to state if there are limitations with SharePoint Online vs. SharePoint 2019 server. IPTC does not want the Intranet capabilities and functionality to be limited due to difference between the platforms.
	124	Does IndyGo use Azure AD or a traditional Active Directory environment?	Traditional and Federated Services. Azure AD is a future implementation.
	125	Do you have any other Intranet except SharePoint Online Plan 2 based departmental intranet?	No.
	126	What are the challenges with the existing Intranet?	See answer to Question #116
	127	Do all 850 employees have SharePoint license?	Yes. E1, E3 or E5.
	128	Content Strategy – has one been developed?	This will be defined in the scope and planning phase with the selected vendor.
	129	Are there any accessibility requirements to be considered/. e.g. ADA or WC3 Accessibility Standards	Possibly. This will be defined in the scope and planning phase with the selected vendor.
	130	What are the social/community engagement requirements? Will you be looking for recommendations from the supplier? Is Yammer/Teams being used today?	Social media applications (i.e. Twitter, Facebook, news feeds, etc.). We use Microsoft Teams.
	131	Is this something where the supplier is being asked to recommend and assist?	See answer to Question #132
	132	For mobile experience, are you looking for a mobile application or would a mobile-friendly design be sufficient?	Mobile-friendly design; however, there should be a mobile version and a desktop version, if functionality is sacrificed.
	133	Can we get an Org Chart depicting department structure?	This will be defined in the scope and planning phase with the selected vendor.
	134	As Shared Files were described, are they located on an on-premise server? Are there additional document locations such as box, g-suite, citrix, etc?	See answer to Question #98. IPTC will only upload selected shared files to SharePoint that exist either in the departmental SharePoint portals or on-premise file shares.
	135	Open Text was mentioned a few times in the RFP. What experience, features or capabilities from Open Text were liked or desired?	See answer to Question #116
	136	Can we get the current # of O365 licenses and user count information?	This information has already been disclosed in the RFP. Each user either has an E1/E3/E5 license.
	137	How does IndyGo currently conduct backups?	Yes.
REASONS FOR PROJECT	138	What are the primary pain points driving IndyGo to rebuild the Employee Intranet site?	See answer to Question #116

BUDGET	139	The implementation of software solutions can vary widely depending on project budget. Our firm has successfully delivered projects across various budget ranges. To help us best meet the goals of your solicitation, can you please approximate the anticipated budget range for this project? For example, is the anticipated budget range: a. Less than \$50,000 b. \$50,000 – \$75,000 c. \$75,000 – \$100,000 d. \$100,000 – \$150,000 e. \$150,000 - \$200,000 f. \$200,000+	IPTC does not disclose budget information for its solicitations. Vendor will need to submit what they would estimate the cost for this solicitation.
	140	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 or development of a proof of concept?	IndyGo is unaware of any existing vouchers.
	141	Does this project have an estimated budget and/or a not-to-exceed amount?	Yes. See answer to Question #139.
	142	Is there an established budget for this project? Even just a rough estimate would be helpful in best scoping this project.	Yes. See answer to Question #139.
	143	What is approx. budget for this project?	See answer to Question #139.
BUDGET/ FUNDING	144	Is this engagement pre-budgeted and is the information publicly available?	Yes. See answer to Question #139.
	145	What is the expected budget for this engagement?	See answer to Question #139.
	146	Is funding for the project paid over 3 years or payment by delivery milestone?	Yes, for both since maintenance and support will be over the 3-year duration.
	147	Could you share the budget allocated for this project?	See answer to Question #139.
	148	The design and development of an intranet solution can vary widely depending on project budget. To help us best meet the goals of your solicitation, can you please approximate the budget range or order of magnitude (e.g. approximately \$50k, \$100k, \$150K, \$250K, \$500K)?	See answer to Question #139.
	149	What is the budget range for this project?	See answer to Question #139.
CLOUD	150	Does IndyGo have a preference or requirement of for the solution to be hosted in a Microsoft Government Community Cloud tenant? Or a Microsoft commercial tenant?	Microsoft Government Community Cloud
	151	Integration of Business Functions: Can you confirm if all the third-party solutions that are currently being used by IPTC are cloud-based solutions?	Both on-premise and in the cloud.

	152	--Section 1.5.3 sub-para Cloud Hosted mentions the system should be online and section 1.2 mentions that the system should be built on SharePoint 2019	See answer to Question #123
	153	Are there any other file repositories, cloud or on-prem, that need to be migrated to OneDrive?	See answer to Question #98.
REQ. DOCUMENTS	154	Is the vendor expected to provide the pricing in a specific template? If yes, please share the same.	No. However, pricing should be submitted in a format described in section 1.6.2 Solicitation Evaluation Criteria.
BRAND/ MARKETING	155	Branding questions? *RFP states their Marketing department will provide all branding and theme information, but see #17 PAGE 62. Assume we put a bucket of hours in for designing assets? Seems like design comps would be requested from that, but not development of any logos, brand colors, themes, etc	Our Marketing and Workforce Development departments will work with the selected vendor on design and themes. All logos, watermarks and trademark information will be provided by our Marketing team.
	156	Regarding the requirement stated as "The selected vendor shall create and provide web-ready graphics and/or headers as needed/requested": a. What graphics are required beyond the "branding and theme information" provided by your marketing department? b. What is meant by "headers" in this context?	See answer to Question #155
	157	For design, is the desired look and feel (and branding) limited to the SharePoint templates sufficient? Or will IndyGo be looking for a more custom designed experience?	We are looking for the best experience the chosen vendor can provide. The SharePoint templates will suffice, but the option for custom templates when applicable would be a plus.
MISC WANTS/NEEDS/REASONS	158	What are some examples of other sites employees would be redirected to from the employee intranet?	SysAid, ADP, etc.
	159	Will the site contain any sensitive data and if so are their sensitivity classifications defined to tag the content as such?	The site will contain sensitive data. No.
	160	Can you expand on the following statement from the RFP? "Existing site is inadequate for fulfilling our business needs."	Our existing SharePoint site is inadequate. We are looking to build from the ground up.
	161	Is CI/CD and/or SAST scanning required for custom developed elements?	Any custom developed elements must not open our company up to security vulnerabilities.
	162	Regarding external links opening in a frame, is the requirement to have every link in sharepoint that's external open in a frame, or a specific set of links from a feature on a page?	Some links will open an external frame.
	163	How many Document Libraries will be created?	As many as are required by each individual site.
	164	- Out of the box permissions or will custom permissions need to be created	Both custom and out-of-the box permissions will be needed.
	165	What are the third party applications and portals IndyGo will be linking?	See answer to Question #158

	166	From a SharePoint Online perspective, if the goal for the site to be built in the Classic or Modern experience?	Modern
	167	What are your analytics requirements? How are you looking to measure successful employee engagement?	These discussions will occur during the scope and planning phase with the selected vendor. We are constructing the Intranet from the ground up.
	168	Are you looking for an OCM plan and collateral as part of this engagement?	Yes.
	169	Do you need access to external users (outside of IPTC) on the intranet?	See answer to Question #175
	170	Could you list down the business process/ business tools you want to automate through new intranet?	See answer to Question #167
	171	Can you please provide additional details and use cases for the requirement stated as "Employee-to-employee appreciation feature"?	An example of a use case would be for one employee to show appreciation to another employee through a message board.
MISC.	172	With all of the network closets this equipment, software and other gear comes back to, how they being monitored from harmful environmental conditions like Temp, Humidity, Smoke, Toxic Gases, water leaks?	This is a cloud-based solution. None of these conditions are applicable.
	173	Can you please clarify <u>EXHIBIT B COST OFFER FORM</u> . Do you have any particular format for this form? We see a blank page in the RFP document.	Regarding the IndyGo Materials & Supplies Agreement Template provided as Section 4 in the solicitation. This is intended to provide potential vendors an idea of the types of legal State and Federal clauses that are required in IPTC Contracts. The pricing submitted by the bidder will become incorporated to the final contract as Exhibit B.
	174	Please confirm, if we can propose and submit any deviations to the sample contract	The sample contract was intended to provide potential vendors an idea of the types of legal State and Federal clauses that are required in IPTC contracts. IPTC is aware that not all provisions will apply. Respondents are encouraged to provide general exceptions to the sample as directed on pg. 21 of the RFP, Checklist for Proposal.
	175	Will non (IndyGo Users) be given access to any of the SharePoint sites or document libraries?	Possibly to files within the document libraries.
	176	Please confirm that IndyGo has no external parties that will need to access the Employee intranet site.	See answer to Question #175
	177	In section 1.6.2, there is reference to a Bid Offer Cost Form. Please indicate if there is a preferred template for the cost breakdown.	Seem answer to Question #92.
	178	Does IndyGo anticipate the purchase of any additional licensing (Cloud, Azure,	No.

MIGRATION	179	What types of Migrations of content will be included in scope? (Documents, how many, from, formats??), (List data, how much, from, sources??), (Site Content, how much, how many sites)...	A small number of site content, documents and list data will be migrated. Up to 50 sites. Less than 600Gb of data. Keep in mind, however, that we are going to start from the ground up and these discussions will occur in the scope and planning phase with the selected vendor.
	180	How much data will be migrated from the legacy SharePoint site?	See answer to #179.
	181	Have the locations of the data to be migrated been inventoried?	No.
	182	Has e-mail been migrated to Exchange Online or is it planned?	Yes. We are currently using a hybrid solution.
	183	If content migration is required, does IPTC have a content migration tool already in-house? If not, can we assume IPTC would license a tool such as Sharegate?	We do not have a migration tool in-house. Licensing of Sharegate will be at the vendor's expense.
	184	Understanding that IPTC intends to redesign/rebuild all of the intranet design, can IPTC provide information and estimates on the content migration efforts from the existing intranet into the new solution? (site collection storage sizes for content and files)	We currently use 600GB and will not be migrating the full amount.
	185	If IPTC does have existing information architecture in-place on the current solution (content types, site columns, categories/classifications/tagging), to what extent do they expect this existing metadata to need to be migrated with the content being migrated? In other words, does IPTC expect all content needing existing metadata transferred, metadata to be revised and reworked, or should the metadata be completely rebuilt from scratch.	Metadata can be migrated when applicable.
	186	There is a requirement for all home drives to be migrated to OneDrive. Will IPTC want users to complete a data clean-up exercise before migration?	See answer to Question #98
	187	Has IPTC conducted a migration assessment?	No.
	188	What automations/workflows and forms currently exist (e.g. Nintex, SharePoint workflows) in the existing environment that needs to be migrated or re-solutioned in Microsoft 365/Power Platform?	No workflows will need to be migrated.
	189	Will this be a single site? Or is the expectation for department or functional sites to be created within the "Intranet Umbrella"? Will other department sites be migrated to the Intranet later?	Departmental sites will be created within the intranet umbrella. No sites will be migrated.
	190	What might be the level of effort breakdowns look like for this engagement? i.e. intranet build 50%, migration 20%, and sustainment and support 30%?	Build 70%, migration 5%, support 25%
	191	Are there any other integration efforts from other projects that we need to be aware of for the scope of this engagement?	No.

	192	Does the Indianapolis Public Transportation Corporation already own the licenses for all intended software and/or migration tools and if so what versions? (ShareGate, AvePoint, Metalogix)	See answer to Question #183
	193	Can we get a count of folders, files, and sizes for the shared file migration?	See answer to Question #98. We will be selectively migrating applicable shared files.
"SOLUTIONS" MENTIONED	194	The RFP states "This Intranet will be built on SharePoint 2019, for which IPTC licenses SharePoint Online / Office 365 as part of an existing Microsoft Enterprise Agreement (EA)"; to confirm, is it correct that you are open to either a hosted SharePoint 2019 solution or a SharePoint Online / Office 365 solution?	It must be an online solution.
	195	It's stated "Vendor will be expected to identify opportunities to improve indyGO's processes through web-based solutions and then build and integrate these solutions into the intranet site" Why types of web-Based solutions are being referred to, can you provide some examples?	The vendor will be expected to identify these opportunities when they arise.
PROCESSES	196	Have business processes from IPTC's current Intranet portal (SharePoint Online) been documented?	No.
	197	If these current Intranet portal business processes have been documented, does IPTC know how many there are?	N/A
	198	What is the approximate number of new business processes that may need to be documented for the new Intranet portal?	Undetermined.
	199	Are there currently any custom solutions built in any of the Site Collection solutions? If so, please provide the details of each custom solution development.	No.
WORKFLOW	200	On a scale from 1 to 5 were 1 represents no Taxonomy and 5 represents a comprehensive Taxonomy including all necessary Content Types and Term-Sets in O365 to fully support search, workflow, document/records management, etc., how would you rank your current Taxonomy implementation?	2

	<p>Regarding Workflow requirements as mentioned in several places in the RFP:</p> <p>a. Is the development of specific workflows part of this solicitation or just a required feature/capability of the solution?</p> <p>b. If workflow development is in scope:</p> <p>i. How many workflows are to be built as part of this solicitation?</p> <p>ii. If available, can you please provide an outline of the steps or flow diagrams for a typical workflow?</p> <p>c. Are the required workflows centered on document approval and/or records management (e.g. retention and disposition) or do they include process workflows to automate line of business functions?</p> <p>d. Can we assume that the workflows are very simple in nature (e.g. document approval)?</p> <p>e. Based on your knowledge and experience with SharePoint, do you anticipate that the required workflows can be addressed with using SharePoint/O365's built-in workflow capability?</p>	<p>a. workflows are a specific part of the solicitation</p> <p>b. workflows will be built from the ground up when applicable.</p> <p>c. workflows include document approval, record management and line of business functions.</p> <p>d. a majority of the workflows will be simple in nature</p> <p>e. yes.</p>
202	Does the SharePoint environment contain any workflows that will need to be redeveloped?	Yes.
203	What kind of workflows are you planning to have? Please describe.	Each individual department will determine what workflows are required.
204	Are you planning to have approval workflows? If yes, how many approval levels are you expecting?	Yes. See answer to Question #203
205	Can you provide flow diagrams for any workflows that are within the scope of the new solution?	We are starting from the ground up. All workflows will be build from scratch.
206	Intranet architecture: Is a site specification diagram or site map available for the current sites by site collection? Please provide the existing taxonomy for the enterprise and/or each site collection and/or department so vendors can assess the magnitude of the services required.	See answer to Question #167
207	If the Intranet architecture is not available, is an intranet architecture assessment a requirement during the Scope and Planning phase of this project?	See answer to Question #167

	208	<p>Does the Indianapolis Public Transportation Corporation have a high-level strategic road map document, available for vendors to review prior to submitting our response, of the organization desired use of:</p> <ul style="list-style-type: none"> SharePoint O356 One Drive Shared File Shares Blob Storage <p>Or is a RoadMap Assessment required during the Scope and Planning phase of the project?</p>	See answer to Question #167
INTEGRATION/ et al	209	<p>Can you please provide additional details and use cases for the requirements stated as:</p> <ul style="list-style-type: none"> a. Integration capability for end-user entry” – for example, what specific integration is required? b. “timestamping” - what is meant by timestamping in this context? 	<ul style="list-style-type: none"> a. See answer to Question #167 b. All entries (documents, content, etc.) will need ot have an accurate timestamp of creation/modification/deletion.
	210	<p>Regarding System Integration requirements stated as “roll in of content from existing tools and/or programs (i.e. ADP, Self-Service, KPI dashboard, Microsoft Dynamics AX / D365, IT Helpdesk, etc.)”:</p> <ul style="list-style-type: none"> a. Is actual integration in scope for this solicitation or is the intent to ensure that the system has integration capabilities? b. If integration is in scope: <ul style="list-style-type: none"> i. What is meant by “Self-Service” in this context? ii. Where will data for the KPI dashboard come from and what information is being represented? iii. What “IT Helpdesk” product are you using? iv. What specific products and manufacturer versions require integration? v. Is the integration limited to support for hyperlinks and/or making certain lists of data available to the system for the purposes of providing picklists when tagging content? vi. What level of integration is anticipated (e.g. hyperlinks only, document-level integration, unidirectional/read only, bidirectional data updates, functional integration)? 	<ul style="list-style-type: none"> a. Both b. i. Self-Service is a portal of our scheduling application. It should redirect to this site from the Intranet page preferably without opening a new page/tab. b. ii. Data warehouse (SQL) and potential third-party solution (i.e. Tableau). b. iii. SysAid b . iv. See answer to Question #167 b. v. Both. See answer to Question #167 b. vi. See answer to Question #167
	211	<p>Please confirm that, while there may be a need to integrate existing reports or dashboards, there is no expectation of needing these developed as part of this effort?</p>	There is an expectation hat these will be developed as part of this effort when nessecary.

	212	Do the other technologies listed in the stack need to be integrated into the SharePoint solution?	Any application that has the ability to and would benefit our users should be integrated.
	213	How does IndyGo envision the intranet integrating with the various Office 365 applications like Power Platform and OneDrive?	The vendor will be expected to provide insight on the best way of integrating these applications.
	214	For third-party integrations, what is specifically expected in this engagement? (e.g. HR systems, AD user profile information, ERP/Financial, etc.)?	To be determined during planning phase.
	215	Please share the list of 3rd party systems which should be integrated with Intranet	See answer to Question #167
	216	Could you please elaborate on "Integration capability for end-user entry?"	See answer to Question #167
	217	Do you anticipate integration with back-office LOB systems, including but not limited to ERP, Finance, HR, CRM, or project systems and if so what systems and level of integration is anticipated?	Yes. Full integrations when applicable.
	218	In section 1.2, third-party integrations are referenced. Please specify the third-party applications/portals this employee intranet site would be required to integrate with.	See answer to #167
	219	In section 1.2, third-party integrations are referenced. For third-party application/portal integrations, please indicate if these would be net new integrations or if they are existing integrations. For existing integrations, please indicate the method of the existing integration.	These would be new integrations.
"365" MENTIONED	220	What services is IndyGO already using from M365 (Teams, Office, Exchange, Skype for business, PowerBI, Telephony)	We utilize all O365 apps.
	221	What will be the user personas? Do all users have M365 access? Will there be any requirement for guest access (e.g. drivers)	All users have O365 licenses.
	222	Has Indianapolis Public Transportation Corporation conducted any internal focus group sessions? If so, what internal focus group information could be provided that would affect O365 engagement, user adoption or should focus group inquiries process be part of the Scope and Planning phase of this project?	No.
DESIGN	223	What is the ideal time frame of site design and development?	Intranet to be completed by Q3 of 2021.
	224	Does IndyGo want custom designs or an out of the box design?	See answer #164
	225	Has IndyGo reviewed the SharePoint lookbook for current design availability?	No.

	226	If IndyGo has SharePoint Online licenses, why design on SharePoint 2019?	See answer #125
	227	Does IndyGo want any custom Power automate design?	See answer #167
	228	Any custom power apps created?	See answer #167
	229	There is an ambiguity, do we need to design a solution for SharePoint Online or SharePoint 2019.	See answer #123
MOBILE	230	Should the accessibility be through mobile app or through the web. If app, whether existing SharePoint App(provided by Microsoft) or should be built from scratch.	Accessibilty should be through the web, but MUST provide an acceptable user experience for mobile users.
	231	Section 1.5.3 sub-para Mobile Support mentions Intranet should be accessible on Mobile devices.	Accessibility should be through the web, but MUST provide an acceptable user experience for mobile users.
PROCUREMENT	232	Is there an incumbent and if so please identify the current incumbent?	Yes, the incumbent is Vonage.
	233	It is stated proposals should be submitted electronically, Do you want notarized documents to be mailed as originals as stated in the RFP (Section 2.12) or is electronic delivery acceptable?	Thank you for this question. Yes, please submit all documents electronically, including any notarized pages. However, IndyGo does request that you mail the original notarized page to us at the address within the solicitation, Attn: RFP 20-07-354 Employee Intranet so that it arrives within five (5) business days of the due date.
	234	Does IndyGo typically have pre-bid meetings? I didn't see anything on the Procurement Schedule. Also, is there a way to view who is interested in pursuing this contract? At the state and city RFP level I can usually see who attended the pre-bid meeting with their contact info and/or who requested the bid package. Does IndyGo have something similar?	IPTC Typically holds Pre-Bid meetings for all their solicitations. However, due to social-distancing due to Covid-19, it was decided not to be held. In order to better assist vendors in coming together and meeting the DBE percentage, a separate attachment has been uploaded to the website, showing all companies who have downloaded the packet as well as their current certification.
	235	Regarding the notarized "Affidavit of Non-Collusion"; 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 notarized forms for the initial submission, with the understanding that notarized forms will be required/supplied upon vendor shortlist or award	See answer to Question 233
	236	Would you be willing to accept a standard signature at the time of submission, with a notarized version provided upon award?	See answer to Question 233
	237	The Certificate of Procurement Integrity refers to FPPA and FAR. Where are the FAR and FPPA documents?	Section 27 of the FPPA (41 USC 423) can be found at https://www.govinfo.gov/content/pkg/USCODE-1998-title41/html/USCODE-1998-title41-chap7-sec423.htm
	238	Does IPTC give preference to vendors local to your area for award of contract?	No.

239	Does IPTC have an incumbent vendor? If yes, would the incumbent be given preference for award of contract?	See answer to Question 232
240	Is winning bid expected to be announced in December after December 3 rd , IPTC board meeting?	Yes, the winning bidder will be announced December 4th, 2020.
241	Is project to be invoiced upfront or in project milestone completions?	This will be negotiated. However, it is IPTC's preference to not produce payment until after proven deliverable is received.
242	Is there an updated link to the Protest Policy? https://www.indygo.net/business/procurement/procurement-regulations is not found	Thank you for notifying us of this. The correct link is: https://www.indygo.net/procurement/procurement-regulations/
243	May the vendor request IPTC to relax the requirement of submitting AFFIDAVIT OF NON-COLLUSION (certification requiring a Notary Public Seal) to be sent via email along with the proposal owing to the limited Postal Services available due to the Covid – 19 pandemic.	See answer to Question #233
244	Can we have an extension of 2 weeks to Proposal submission date since the vendors would require more time to submit a proposal of this size and complexity, owing to the conditions created due to COVID-19 pandemic.?	At this time, there is no extension planned.
245	Will preferential treatment be given to in state vendors?	No.
246	Is IPTC open for an Offshore delivery of this engagement with work being done outside of US , (for e.g. India) ?	IPTC is open to this business model but had not previously considered it. If bidder leverages off shore delivery, we'd like to know the number of employees offshore, where and percentage of work done compared to work done inside the US. Please disclose this information on Attachment C, Question 5. Responses will be evaluated based on Section 1.6.2, bullet point 1.
247	Is the vendor expected to share the Certificate of Insurance as part of the proposal?	Yes, a copy of the Certificate needs to be included as part of the proposal. However, while it needs to show that insurance is held in no less than the state statutory limits, it is not required to name IPTC until contract award.
248	As a global company, we have offices outside of the US with full-time, seasoned employees who deliver work at a lower rate. May the vendor utilize offshore resources?	See answer to Question #246
249	We wanted to ask you if it would be possible for us to get a demo of the current system?	No. Once we have entered into the 'quiet period' when a solicitation has been released, we do not.
250	Is it ok to leverage resources whom reside outside the united states and may not be US citizens to fulfill portions of this contract?	See answer to Question #246

	251 Since Certificates of Liability Insurance are unique to each project, it is necessary to have a contact person and their email address. Please provide the name and email address of the IndyGo Employee Intranet project contact person, so that the Certificate of Liability Insurance can be obtained.	Karolyn Ratcliff Kratcliff@IndyGo.net
--	---	--

RFP 20-07-354

INDYGO EMPLOYEE INTRANET SYSTEM (SHAREPOINT)

In lieu of a Pre-Bid meeting, the following list is provided of those addresses who have downloaded the RFP solicitation

Name of Organization	Contact Person (First)	Contact Person (Last)	Phone Number	Email	DBE	XBE
AgreeYa Solutions	Ajay	Kaul	(916) 294-0075	sales_americas@agreeya.com		
Allied Telesis Inc	Joe	Jones	(219) 576-3261	joe_jones@tri3cap.com		
Ambient Studios	Giang	Nguyen	(909) 973-0852	giang.nguyen@ambientstudios.com		
Ardent Technologies	Vas	Appalaneni	(937) 132-1345	vendorregistration@ardentinc.com		
Bid Ocean, Inc.	Eric	Johnson	(970) 237-4411	bids@bidocean.com		
Briljent, LLC	Scott	Lorch	(317) 771-1142	slorch@briljent.com		WBE
Carahsoft Technology	Reema	Awad	(703) 889-9708	Reema.Awad@carahsoft.com		
Catalyst Consulting Group Inc	Eric	Talwar	(312) 629-0750	bidnotify@catconsult.com		
Centric Consulting	Ryan	Tholen	(773) 793-7897	ryan.tholen@centricconsulting.com		
City of Oklahoma City	Stephanie	Thompson	(405) 297-2171	stephanie.thompson@okc.gov		
CJIS GROUP	Mariah	Isman	(850) 524-0366	mariah@cjisgroup.com		
ClarusTec, Inc.	Manoj	Nair	(732) 568-4762	info@clarustec.com		
Direct Path Alliance	LaTisha	Egenolf	(317) 605-4163	LE@thedirectpath.com		WBE/MBE
Diverse Tech Services	Susannah	Quandt	(317) 275-6893	squandt@diversetechservices.com		MBE
Dovetail Inc	Jennifer	Anania	(314) 651-3134	janania@dovetail-stl.com		
e.Republic	Tai	Le	(916) 932-1300	tle@erepublic.com		
eimagine	Chris	Ogden	(317) 429-6813	cogden@eimagine.com		
eimagine	Joel	Russell	(317) 258-6335	jrussell@eimagine.com		
Enotch Technologies	Ervin	Gayle	(347) 852-4511	ervingayle@enotch.com		
EVOKE NEW YORK CORP.	Anthony	Correra	(732) 598-0291	acorrera@evokeenterprise.com		
HexaCorp LLC	Sathya Raj	Thandalam	(732) 853-1702	sathyaraj.thandalam@hexacorp.com		
High Monkey Consulting	Joel	Baglien	(612) 594-7671	jbaglien@highmonkey.com		
IMS	Bid	Research	(858) 490-8800	ims_bids@construction.com		
Information Systems Consultants, Inc	Tyrone	Brown	(317) 525-8380	brownt@isciconsult.com		MBE/WBE
Infra Critical Facilities Engineering and Co	Emerson	Silva dos Santos	(317) 800-5685	emerson.santos@infraies.com		
Integrity One Technologies	David	Russ	(260) 402-3099	david.russ@xerox.com		
IT Transformers	Scott	Moshier	(317) 966-8339	scott.moshier@ittransformers.com		MBE
Jack Frost Design	Cynthia	Colmenares	(925) 895-7078	cynthia@jackfrostdesign.com		
Javit Consulting	Matt	Javit	(317) 658-0834	matt@javit.com		VBE
Kiefer Consulting, Inc.	Chad	Vander Veen	(916) 932-7220	cvanderveen@kieferconsulting.com		
Kimley-Horn	Molly	Bethke	(763) 251-1007	molly.bethke@kimley-horn.com		
KMBS	Lori	Watson	(317) 802-5832	lwatson@kmbs.konicaminolta.us		

RFP 20-07-354

INDYGO EMPLOYEE INTRANET SYSTEM (SHAREPOINT)

In lieu of a Pre-Bid meeting, the following list is provided of those addresses who have downloaded the RFP solicitation

Name of Organization	Contact Person (First)	Contact Person (Last)	Phone Number	Email	DBE	XBE
KSM Consulting	Chris	Waugh	(317) 372-0030	cwaugh@ksmconsulting.com		
Longi Engineering, D.P.C	Adnan	Longi	(212) 997-9444	alongi@longieng.com		
Managed System Solutions	Rabia	Khan	(317) 697-9128	rkhan@managemysystem.com		MBE/WBE
ManCom INC	Joanna	Sweatt	(232) 363-5004	jsweatt@mancominc.com		
Matchbook	Jenny	Dexter	(317) 920-1200	jdexter@matchbookcreative.com		WBE
MERP Systems, Inc.	Prem	Nair	(703) 501-3443	pnair@merpsystems.com		
Moser IT	John	boyce	(317) 478-0605	john.boyce@moserit.com		
netlogx	Wendy	Maple	(317) 258-1673	wmaple@netlogx.com		WBE
PanTerra Networks	Logan	De Groff	(602) 900-8565	logan@panterranetworks.com		
Phelco Technologies	Tasha	Phelps	(317) 898-0334	tasha@phelco.com	DBE	WBE/MBE
Pixida USA Inc.	Mohammed	Fayyad	(203) 809-3615	mohammed.fayyad@pixida.com		
Powell Software	Aravindan	KANNAN	(078) 083-1855	akannan@powell-software.com		
Project Made Easy, Inc	Gaurav	Wason	(301) 814-2241	Gwason@proectmadeeasy.com		
RADcube	Shubham	Jain	(317) 653-0112	shubhamj@radcube.com		
RADgov, Inc.	Ellen	Loprete	(954) 938-2800	eloprete@radgov.com		
RLE Technologies	Mike	Hadt	(219) 741-9690	mhadt@rletech.com		
Robert Half Technology	Garrett	Mathison	(317) 687-3275	garrett.mathison@rht.com		
Roeing IT Solutions	Steve	Fey	(317) 409-4091	sfey@roeing.com		
Seven Outsource	Steve	Walse	(103) 153-0878	rfpalerts@gmail.com		
ShareSquared, Inc.	David	Kruglov	(800) 445-1279	Govt@ShareSquared.com		
Shay Enterprise	Tamara	Shay	(469) 844-7760	tshayenterprise@gmail.com		
Sondhi Solutions	Megan	Holmes	(765) 749-1443	mholmes@sondhisolutions.com	DBE	MBE
Stellar Services, Inc.	Liang	Chen	(212) 432-2848	contact@stellarservices.com		
Super Smashing LTD DBA Blink	Douglas	Holmes	(646) 641-4652	doug@joinblink.com		
Theoris	Jennifer	Noll	(317) 220-1563	jnoll@theoris.com		
WeUsThem Inc.	Vida	Phuangrod	(902) 407-8150	vida@weusthem.com		
Wipro LLC	taran	bedi	(630) 450-7607	taran.bedi@wipro.com		