

**RESPONSES TO REQUEST FOR CLARIFICATIONS FOR THE SHARE POINT PROJECT**

|  | **Question** | **Answer** |
| --- | --- | --- |
|  | **General** |  |
|  | What are the SADC Secretariat’s post-implementation support needs? | Bidder should quote for 12 months’ post implementation support as an option. Also quote rate for per/month rate separately. |
|  | Do you intend using SP2013, SP2016 or Office 365? | SharePoint 2016 |
|  | Is SharePoint 2013 or SharePoint 2016 currently installed and used? | No |
|  | Who will install the SP 2013/2016 farm? | Bidder |
|  | How do you intend deploying the solution as an Extranet? | Community portal |
|  | Can eligible international bidders participate in this bidding or only shortlisted bidders can bid for this tender? | The tender is open to all eligible bidders globally |
|  | What is the total available budget for this assignment? | The total available budget is USD 60,000 |
|  | **Hardware and software** |  |
|  | Is it correct to assume that an on-premises solution will be implemented?  | Yes |
|  | Please provide us with the platform architecture? | Windows Server 2012 Data Center Edition, MS. Hyper-V Virtualization |
|  | Are there a Development and Testing Environment? | Virtual Machines can be provided |
|  | What version of Active Directory has been installed? | Windows Server 2012 AD Domain Controllers |
|  | What Browser, versions are been used by the SADC Secretariat’s Users? | Firefox 50, Chrome 55, Edge |
|  | Will the SADC Secretariat provide all Microsoft Licences?  | Yes |
|  | Did the SADC Secretariat procure all the required hardware? Please provide us with the hardware specifications? | SADC Secretariat uses virtual machines |
|  | What version of MS Office has been implemented? | Office 2016 |
|  | What are scanner makes/models to be connected with the DMS for scanning documents ? | HP LaserJet 700 color MFP M775 |
|  | **Users and Volumes** |  |
|  | How many users: |  |
|  | Staff Members | Approximately 350 |
|  | Member States | Approximately 50 |
|  | International Cooperating Partners | Approximately 50 |
|  | **Document management system** |  |
|  | Does a file plan exist? | No |
|  | If a file plan exist , please provide us with a copy of the file plan | Bidder will develop file plan |
|  | What is the average meta data fields to be kept per document? | Bidder will recommend meta data |
|  | What type of files to be store in SharePoint? Does it include high quality images and videos? | Mainly MS Office and PDF files. There will be some images and videos. |
|  | **Data migration / Data take-on** |  |
|  | Please state your requirement and volumes? |  |
|  | Migrate data from file server | Yes |
|  | Please state the volumes? Number of documents size in GB? | 3TB |
|  | Who will capture the meta data for the documents? | Users |
|  | Do you require a scanning and indexing capability? | Yes |
|  | Will bulk scanning of existing hard copy of document part of the scope? | No |
|  | **System Integration** |  |
|  | Must SharePoint integrate or interface with any other 3rd party solution? | Yes, records management system |
|  | **Other systems** |  |
|  | **Electronic Records Management**Does an Electronic Records Management system exist? | The Secretariat is in the process of procuring an ERMS. The successful bidder will be provided with the details. |
|  | **Financial**What financial system is used and what integration is required? | SunSystemIntegration is not required at this stage. |
|  | **Planning and Web Content Management Systems**What planning and web content management system exists?What integration is required? | Concrete5 and custom made PHP applications.Integration is not required at this stage. |
|  | What is the current document management system? | None. Files are stored in network folders. |
|  | **3rd Party Products** |  |
|  | Should we wish to propose Nintex as workflow and forms product? How do we go about? | Bidder should provide in-built SharePoint workflow. Any other solution can be proposed as an option. |
|  | Are there any other software tools that we must be aware off i.e. work flows, PDF generators, digital and electronic signature etc. | SunFlow workflow automation system |