The complete and official copy of this Addendum #5 to RFP # 2020-2166 can be found at no cost at Buyandsell.gc.ca

QUESTIONS AND ANSWERS
ADDENDUM #5

RFP # 2020-2166

1. Title		SharePoint Migration to Microsoft Office 365 (O365) Addendum #5

2. Requests for Clarification   The following questions and answers are added as an addendum to CDIC RFP 2020-2166

Q1.   With respect to Schedule F, there is no mention that we are to comment and/or respond/redline prior to the July 16th submission. Is our understanding correct? (We attached the Professional Services Agreement in the email)

A1.   Bidders are not required as part of their proposal submission to comment, respond or redline the Professional Services Agreement found in Schedule "F".

Q2.   If our understanding is correct, will the proponents on the shortlist and/or the selected proponent be given a reasonable opportunity to negotiate on the terms of the Professional Services Agreement?

A2.   Yes.

Q3.   Do we have server-side customization, If yes, Do we have the source code?

A3.   Yes, there is server-side customizations and we do have the source code. However, none of the custom solutions that have been used on our 2010 environment need to be ported over to SharePoint Online, though the scripts can be used for reference.

Q4.   For the workflows: Are the workflows implemented using SP designer, Nintex or SharePoint out of the box workflows? Are there only 48 workflows? It would be great if you have a flow diagram.

A4.   All of the workflows have been done as SharePoint OOTB workflows, or using SP Designer. Yes, that is the number on our system, though not all workflows need to be ported over to SharePoint Online.

Q5. **Do we also need to migrate 7 TB n/w files? We can create information architecture using Metadata and libraries so it would be easier to search and filter the documents. We can also manage access security with sites and library architecture.**

A5. Bidders should refer to A9 of Addendum #3 for a response to this question.

Q6. **There is a Microsoft standard migration analysis tool that analysis SP 2010 source environment and create the Excel sheets. Have we run this tool before finding all the customization and other details? If not we can use this tool which will help us for the same. The link for the tool is https://www.microsoft.com/en-us/download/confirmation.aspx?id=53598**

A6. Bidders should refer to the Roadmap (page 9-10) for a response to this question.

Q7. **Are there any third party tool or product in the source environment?**

A7. Yes, there are few third-party tools. Collaboris' DocRead, Bamboo Solutions' Password Change Webpart, and Amrein Engineering's Staff Directory Web Part. None of these third-party tools are required in SharePoint Online.

Q8. **For the 35 forms which approach do we prefer? Can we use SP OOTB (Out of the box) list or do we need to implement custom form using SPFx or power apps? Could you please also share screenshots of the 35 forms or few forms so I can understand the complexity of the forms.**

A8. CDIC prefers an OOTB-first approach, with more complex forms being created in Power Apps. Screenshots of CDIC's Travel Authorization Form and Task Authorization Form (which represent two of CDIC's most complicated forms) have been attached to this Addendum #5. After these two the complexity drops off substantially, most forms are essentially the default form with slight customizations in InfoPath. Many forms also do not need to be migrated to SharePoint Online.

Q9. **Section 1, Background and Objective (Page 10) - Please provide metrics with respect to the number of documents and the total migration size for in scope Network File migration to OneDrive (the 1 - 2 years referenced in the Roadmap)**

A9. The migration of MySites is in scope of the Project. The MySite database is about 25 GB.

Q10. **Section 1, Background and Objective (Page 10 of RFP) - Please clarify whether MySites are in scope? If yes, please provide the total database size specific to MySites.**

A10. Bidders should refer to A9 for a response to this question.

Q11. **Section 1, Background and Objective (Page 10 of RFP) - Is the SharePoint storage total of 470 GB team sites only or does it also include MySites as well?**

A11. This would include both. The MySite DB is about 25 GB.

Q12. **Section 1, Background and Objective (Page 10 of RFP) - To have an indicative view of how much the content would be at the time of actual migration, what is the expected rate of data growth?**

A12. CDIC anticipates the data growth to be relatively minimal, compared to the overall size, due to the age of the system. The Roadmap documented CDIC's total size at 470gb and CDIC expects that to remain below 490 GB.

Q13. **Change Management (Page 11 of RFP) - Will vendor be providing training to CDIC trainers, or is vendor expected to provide training directly to end users?**

A13. CDIC expects the successful bidder to provide training directly to end users.

Q14. **Change Management (Page 11 of RFP) - Are there multi-lingual requirements for training and communications?**

A14. CDIC expects the successful bidder to provide training in English.

Q15. **Security (Page 11 of RFP) - Has data classification been completed by CDIC and will that be shared during the project with the selected vendor?**

A15. Bidders should refer to A28 of Addendum #3 for a response to this question.

Q16. **Security (Page 11 of RFP) - What product does CDIC utilize for SIEM today?**

A16. CDIC utilize ArcSight.

Q17. **Section 3.4, Prepare the Tenant (Page 13 of RFP) - Please clarify the scope with respect to the bullet "Configure the Tenant".**

A17. The successful candidate will make required Azure and Office365 configuration changes in tenant to enable solution functionality.

Q18. **Presentation Requirements (Page 24 of RFP) - P1 states - The bidder should demonstrate a clear understanding of CDIC's objectives and challenges as they pertain to this Project (maximum 25 points). The bidder should describe the steps it takes to ensure a good working relationship with clients, its communications approach, and how it would handle issues that may arise (maximum 20 points).**

Addendum #1 states that the firm that completed the roadmap is also being allowed to respond to the RFP, their pre-existing knowledge of the CDIC technical, corporate and management environments provides them with an unfair advantage. Will CDIC remove this requirement from the RFP scoring to remove this advantage? Or Will CDIC confirm that all objectives and challenges are fully stated in the either the Roadmap or the RFP that need to considered as they pertain to CDIC and this project specifically?

A18. CDIC confirms that all objectives and challenges are fully stated in the Roadmap and RFP #2020-2166.

Q19. **Custom Solutions (32 to 38 of Roadmap) - Please provide the attributes that were used to classify a custom component (Forms, Workflow, Custom Solutions) as Small, Medium, or Large in the Roadmap? For example, Large complexity equates to more than 10 fields, 4-8 validation controls, 100-200 Lines of code etc.**

A19. No specific criteria were defined to classify a custom component. The vendor used the information gained in many years of experience in similar projects to evaluate the level of effort needed.

Q20. **Security (DLP of RFP) - What product does CDIC use to control mobile device/mobile application and data flow between personal/business apps?**

A20. CDIC is currently BlackBerry Enterprise Mobility suite, however, this is subject to change to Microsoft Intune and Checkpoint Sandblast.

Q21. **How many employees are impacted at CDIC? How many locations?**

A21. Bidders should refer to A4 and A30 of Addendum #3 for a response to this question.

Q22. **The are required foundational pieces to enable the utilization of SharePoint online and security elements. Does CDIC have the required Licensing and Azure AD Connect configured and in place?**

A22. CDIC has E5 license and AD Connect is configured and in place.

Q23. **Microsoft Gold Certified Partners have demonstrated project and resource experience that closely aligns with the project CDIC is looking to complete. With direct access to both technical and implementation support from Microsoft's local and corporate offices, this relationship has proven invaluable to customers in solving any potential issues with implementing and supporting Office 365. However, the value of this expertise and experience is not reflected in this RFP, as it accounts for only .6% of the Rated Requirement. Would CDIC amend this requirement to be Mandatory for the vendor, reflecting the importance of ensuring success of this project and the skillset/ expertise required.**

A23. CDIC agrees on the value of the Microsoft Gold Certified Partners. However, the Microsoft Gold Certified Partners is not an essential requirement to complete this project. CDIC will not amend this requirement to be Mandatory for the vendor.

Q24. **Is user experience / design upgrade in scope for the upgrade / migration?**

A24. Yes, user experience / design upgrade is in scope for the upgrade / migration project.

Q25. **RFP document states - Total SP Storage of 470 GB and Total Storage of 7000 GB on network drives. Do we understand that migration of both these category of content is in scope for this project?**

A25.   Bidders should refer to A9 of Addendum #3 for a response to this question.

Q26. **With respect to records management, please share information about existing processes. Are there any labels, policies in place?**

A26.   Bidders should refer to A28 of Addendum #3 for a response to this question.

Q27. **Please share the number of departments / business units**

A27.   Bidders should refer to A30 of Addendum #3 for a response to this question.

Q28. **Apart from the team sites, it is mentioned Intranet migration in scope. Can CDIC share more information about the existing Intranet (# of sites, components, integrations, pages)**

A28.   As stated in the Roadmap document, there are approximately 370 sites in CDIC's SharePoint 2010 environment. The count of total pages in CDIC's environment is approximately 2700. As for the components and integrations, those are the defaults that come with SharePoint Foundation 2010 with the exception being the few 3rd party customizations. The 3rd party customizations include Collaboris' DocRead, Bamboo Solutions' Password Change Webpart, and Amrein Engineering's Staff Directory Web Part.

That being said, many of the sites and pages do not need to be ported over as this project isn't a "lift and shift" of what's currently on the 2010 environment. The 3rd party customizations are not being migrated.

Q29. The roadmap document provides some estimation categories and individual estimations. Can CDIC provide details on how this was done?

A29.   This was done through workshop sessions and the use of PowerShell scripts to review of the following elements of our current on-premise SharePoint Farm:

- Setup and Configuration
- Volume and Capacity
- Information Architecture and Security

- Business Process Automation (i.e. forma & workflows)
- Customizations and 3rd Party Tools
- Site Structure and Content

Q30. **With respect to the Test migration that was performed, please elaborate on the network conditions, time of day when the test was performed and the tool used for the same. Do we assume the same conditions and tool would be used for production migration as well?**

A30. CDIC is unable to determine network conditions on when the test was done. However, CDIC is not under the assumption that the same tool will have to be used in production. Bidders can recommend their preferred tool if they wish.

Q31. **For training scope, is the expectation that learning materials will be for administrators/owners of the site content, or an expectation that it would also include training global colleagues on the use of features on the sites?**

A31. Bidders should refer to A13 for a response to this question.

Q32. **Given that it is a global resource, what are the expectations for the vendor around localized change needs/adoption (e.g., local training, translation, country-specific portions of the site)? Is a phased roll under consideration?**

A32. Bidders should refer to A13 for a response to this question. CDIC expects the selected bidder to provide training on site and remotely. A phased roll approach may be considered.

Q33. **What are the browser support requirements?**

A33. As per Microsoft Office's website for SharePoint Online browser support, CDIC would expect IE11, Edge, Firefox, and Chrome to be supported.

https://support.office.com/en-us/article/which-browsers-work-with-office-online-ad1303e0-a318-47aa-b409-d3a5eb44e452

Q34. **Is Performance testing in scope? Performance testing requires baselined Non-Functional requirements to be defined. Let us know these requirements/parameters.**

a) No. of users in each audience

i. Site Owners / Admins

ii. Content Owners

iii. Site Members / Contributors / Readers

iv. Other user groups and their user count

b) Page Load time

c) Server parameters

d) Page Types

e) No. of Pages etc

A34.

a) i. 3 administrators
ii. 175 users
iii. 175 users
iv. 175 users

b) Approximately 1 second.
c) CDIC has a 3 tiered SharePoint Farm with an App server (16g RAM, 2.20 GHz processor, 300gb of space), Web server (32g RAM, 2.20 GHz processor, 350gb of space), and Database server (32g RAM, 2.20 GHz processor, 900gb of space).
d) The SharePoint 2010 environment utilizes mostly default page types (site pages), with a few internal custom solutions using application pages. These application pages and other customizations are not going to be migrated.
e) The count of total pages in our environment is approximately 2700.

Q35. **1) What are the Operating systems which the mobile device will support - Android/IOS/Windows ?**

2) Is testing also required on devices like iPad?

A35. 1) As per Microsoft Office's website for SharePoint Online mobile support, CDIC would expect iOS, Windows, and Android support.

2) Yes.

Q36. **There is reference to global impact and participation. Hence would like to clarify if any globalization testing is required. If required, how many languages and what are they?**

A36. Testing can be performed in English and/or French. Globalization testing is not required for this project.

Q37. **Roles/group based testing will be part of system/functional testing. Let us know if there are any additional scenarios to be validated with regards to security testing.**

A37. Bidders should refer to A6 of Addendum #3 for a response to this question.

Q38. **Was any assessment of the portal already completed? If yes, is it possible to share the assessment report (apart from the roadmap outcome)?**

A38. The assessment report results are included in the Roadmap.

Q39. **Do we assume that O365 licenses are procured and the user migrations to Azure AD is completed and out of scope for us?**

A39. Yes.

Q40. **At what location(s) will the project be run out of?**

A40. The project will be run out of at CDIC's offices in Ottawa and Toronto.

Q41. **Will learning materials and user guides need to be translated into languages other than English?**

A41. No.

Q42.   How many business critical applications are hosted within the SharePoint environment / servers?

A42.   There is no business critical application hosted within the SharePoint environments / servers.

Q43.   Are there requirements to determine which sites get migrated and which sites are archived? Is it a lift and shift technology upgrade?

A43.   Bidders should refer to A9 of Addendum #3 for a response to this question.

Q44.   What is the growth rate of the SP site collections and content size

A44.   CDIC would expect the data growth rate to be relatively minimal, compared to the overall size, due to the age of the system. The Roadmap documents CDIC's total size at 470 GB in the Fall of 2018 and CDIC expects that to remain below 490 GB by Fall 2019.

Q45.   Is there any specific transaction/Functionality where we are looking to improve the performance?

A45.   No.

Q46.   Do we need to enable search on various non SharePoint applications with which the Intranet and Team sites are integrated? Or Do we assume search scope is local to SharePoint?

A46.   CDIC expects the selected candidate to enable search across Office 365 platform.

Q47. **Are you expecting a level of personalization, customization, or search capabilities beyond what is natively available in SPO**

A47. Bidders should refer to A57 for a response to this question.

Q48. **For how long would you like us to scope for "post-production hyper-care support" to be provided?**

A48. Bidders should refer to A31 of Addendum #3 for a response to this question.

Q49. **What is the current page load time (intranet homepage and site collection home pages)? What is the pain area in terms of performance.**

A49. The current page load time is about 1 second for any of the site collection home pages at any given time throughout the day, although there are times where performance can be slower (if the page hasn't been hit in a while). The performance is relatively consistent throughout the different pages.

Q50. **Is there any multi-lingual requirement? If so, what languages are in scope?**

A50. English is the only language in scope of this project.

Q51. **From a global roll-out perspective, which are the major user bases / regions to be considered. (eg: NA, EMEA, APAC etc.)**

A51. The major user bases / regions to be considered are NA.

Q52. **Has there been an assessment / Consulting engagement for migration that has been done ? Can you please share the findings of the same?**

A52. Bidders should refer to A38 for a response to this question.

Q53. **How many environments - Dev, QA and Production -are to be considered for migration ?**

A53. Only the production environment must be considered for migration.

Q54. **Can you please provide an overview of the content publishing process? How is the multi-lingual capability implemented? Is content translation manual? Are there any processes involved in publishing - such as approval workflows, translation workflow etc. Of the current sites, how many have unique content and how many are variations of these in other languages? Does subsites include the multi-lingual variations?**

A54. Bidders should refer to A39 of Addendum #3 for a response to this question.

Q55. **What is the current process of build and deployment? Does CDIC have any continuous Integration/Deployment for SharePoint farm?**

A55. The developer would test on the development site, confirm the solution is working, check in the code into TFS, and publish the Web Solution Package (WSP) for deployment.

Q56. **Approximately how many unique page templates are there in the current CDIC Intranet? Please provide the existing site map ?**

A56. CDIC's SharePoint 2010 environment uses almost exclusively default templates. Non- default templates will not be migrated.

Q57. **Please specify the level of customization and personalization. Layout, visual design, functionality, role based access**

A57. The amount of customization and personalization is low. The majority of pages are default layout pages with a SharePoint OOTB design. There are some sites with small changes to Master Pages for custom logos. This is the case for most

of the sites, however there are a few custom application pages for internal solutions. That being said, many of the sites and pages do not need to be ported over as this project isn't a "lift and shift" of what's currently on the 2010 environment. Customizations are not being migrated.

Q58.   Do you have any existing license to any SharePoint migration tool?

A58.   No.

Q59.   What is your approval process and review timings for technology, platforms, designs, etc.?

A59.   CDIC follows the ITIL framework for Change Management and has an Acquisition, Development and Maintenance Cycle based on ISO 27001.

Q60.   Do you have an existing corporate design guidelines to refer/reuse or want us to create a new detailed rebranded design kit?

A60.   CDIC does have design and logo guidelines which could be used. However, CDIC SharePoint Online design will be mostly the default SharePoint Online design.

Q61.   In reference to p.11 – Change Management

- **It is stated that the selected candidate needs to create training materials such as quick reference cards and videos. In order to properly estimate the effort involved, which exact training materials are required by CDIC? How many of each? Do we need to follow the guidance provided in section 3 (Learning) of the O365 Roadmap?**

A61.   Bidders should refer to A10 of Addendum #3 for a response to this question and follow the guidance detailed in the O365 Roadmap.

Q62.   In reference to p.11 – Change Management

- **Do the training materials need to be in both official languages?**

A62.   No. Training materials can be provided in English only.

Q63.   In reference to p.11 – Change Management

- **Does CDIC require on-site training of users or are Web-based sessions acceptable?**
- **If on-site training is required, where are the CDIC sites? How many users per site?**

A63.

- Bidders should refer to A4, A10 and A23 of Addendum #3 for a response to this question.

- CDIC has about 175 employees in 4 divisions. 160 employees in Ottawa and 15 employees in Toronto.

Q64.   In reference to p.13 – Build Intranet

- **Can you give additional details about the current CDIC Intranet? Is it the same as the CDIC Member Portal custom solution? If not, what are the components of the current Intranet?**
- **Can you please provide sample screens shots of the current CDIC Intranet?**

A64.   The CDIC intranet is fairly basic, as a whole. There is a main landing page (Infoforum) for quick links to different team portals, information on the organization, information on employees, and other links to forms. Beyond that there are sites for each team, and larger projects/committees/etc. The "Member Portal" is its own site for sharing member related data between groups. Four (4) sample screen shots of CDIC's Intranet are attached to this Addendum #5 which include:

- Finance and Administration Portal
- Member Portal
- CPA Portal
- Infoforum

Q65.   In reference to p.14 – Build custom solutions

- **In the O365 Roadmap, p.38, there is summary information regarding the CDIC Member Portal solution. In order to properly estimate the development efforts involved, can you provide detailed information (such as design documents, configuration documents, workflow processes) and sample screen shots?**

A65.   The Member Portal does not have to be perfectly replicated in SharePoint Online. CDIC is looking to have an OotB, or PowerApps (or any O365 application), version that can accomplish the same objectives.

Q66.   In reference to p.14 – Manage third party tools

In the O365 Roadmap, p.47, it is stated that Collaboris had no viable replacement tool in O365. If the selected candidate finds a suitable 3rd party tool, who will pay the licensing (CDIC or selected candidate)?

A66.   CDIC will pay for the licensing.

Q67.   Considering that documents are currently being stored in SharePoint, is it understood that the client has previously done an in-depth IA for this content which would therefore reduce the overall effort in reviewing the large sum of documents that are to be migrated to O365?

A67.   Bidders should refer to A9 and A14 of Addendum #3 for a response to this question. CDIC did not perform an in-depth IA for the content.

Q68.   To what extent are these current SharePoint documents adorned with metadata? More specifically, how many pieces of metadata are, on average, are tagged to a document? This information will help determine the depth of the investigation required to fulfill the client's taxonomy needs. Some clients adorn their documents with only high level metadata data, while others require very detailed metadata that include many term set definitions.

A68.   There is no enterprise-wide metadata at CDIC. CDIC expects the selected bidder to implement the baseline metadata that would apply to document management, records management, content type, etc.

Q69. **In generating the required taxonomies, is there a need to consolidate document metadata definitions with existing CDIC master data hub metadata definitions in order to adhere to corporate data source standards?**

A69.   Bidders should refer to Q68 for a response to this question.

Q70. **Does the client currently have existing Records Management practices? Depending on a client's governance, somewhat advanced records management processes can introduce transformations in document and records management practices.**

A70.   Bidders should refer to A28 of Addendum #3 for a response to this question.

Q71. **Generally, pilot projects, complex document and records management solutions, workflows as well as custom solutions are built and tested in non-production environments. What provisions has the client made to allow for such practices.**

A71.   All work will be completed in CDIC's production environment. CDIC expects the successful bidder to do all development, testing, UAT and pilot work prior to migrating users to the new solution. The successful bidder will follow proper change and release management processes based on industry standard ITSM frameworks to minimize impact to the production environment.

Q72. **What customizations have been introduced to the existing MySites?**

A72.   CDIC's SharePoint MySites are not customized and CDIC is not expecting MySites customization in SharePoint Online

Q73. **Of the current custom solutions that need porting to O365, do any of them include server side farm solutions which must be converted to the new "App Model"? Can the client give us an idea of the type of components that need porting (web parts, event receivers, etc.)?**

A73. Yes, there is server-side customizations and CDIC does have the source code. However, none of the custom solutions that have been used on our 2010 environment need to be ported over to SharePoint Online, though the scripts can be used for reference.

Q74. Has any analysis been done with respect to the current growth requirements for capacity planning with respect to storage?

A74. Given CDIC's current storage requirements and the storage size available on SharePoint Online, CDIC is comfortable with the amount of space provided with an E5 license.

Q75. Are there any UI customizations and multi-language requirements for the intranet site(s)?

A75. There are no UI customizations required for intranet sites, though the option for French and English is a requirement. CDIC has examined looked into PointFire to help with its SharePoint Online French and English requirements. However, CDIC is open to other suggestions from the selected bidder.

Q76. Are there any accessibility requirements with respect to migration of static web content?

A76. No, there are no accessibility requirements with respect to migration of static web content for this project.

Q77. Existing Team sites are "classically" styled but the requirement is to use the new modern sites. This means that certain artifacts (SitePages) from the existing teams sites may not port very well. What is the expectation for the porting of these types of artifacts?

A77. The project is not a straight "lift and shift" of the SharePoint 2010 environment into SharePoint online, CDIC expects many of the site pages not to be migrated at all. If CDIC encounters issues when porting over artifacts like site pages, a simple recreation using up-to-date SharePoint Online features is acceptable.

Q78.   Does the current intranet use SharePoint Publishing infrastructure (which also has a "classically" styled UI)?

A78.   Yes, SharePoint Publishing infrastructure is used in CDIC's current intranet.

Q79.   Regarding Schedule "F": Professional Services Agreement

- **Will the winning bidder be permitted to conduct some reasonable negotiations with CDIC on the terms and conditions listed Schedule "F"?**
- **Is Appendix "A" and Schedule "A" the same document?**

A79.

- Yes.
- No, Appendix A is a separate appendix in the Professional Services Agreement. Schedule A refers to the Statement of Work of this RFP.

Q80.   Regarding Section 4.3:

- **Subsection (a), (b): Do these points preclude any bidder that carries on business outside of Canada from bidding?**
- **Subsection (c): this seems to conflict with the next Section 4.4 (b). Please clarify?**

A80.

- No. CDIC will consider proposals from bidders who carry on business outside of Canada, provided that the bidder also carries on business in Canada. An appropriate acknowledgement of where the bidder carries on business will be included in Appendix A of the Professional Services Agreement.
- The subcontracting and outsourcing of data processing or storage to third parties carrying on business in a Non-Compliant Jurisdiction is not permitted under subsection 4.3(c). Under subsection 4.4(b), Confidential Information may be disclosed to third parties that provide data processing, storage and similar services to the Consultant and may correspondingly be used, processed and stored outside of Canada by the Consultant and such third party service providers, except as may be set out in Appendix A.

Q81.   Would the Crown please provide any additional details into the Functional Details which make-up the workflows and forms requirements?

A81.   The requirements for any individual workflow and form differ with each workflow and form, which makes this hard to answer. The majority of them are team-related and are based around simple workflow approvals, or workflow reminders for tasks in a list. The few forms and workflows that are more complex would be forms like the Travel Authorization form which is used by the Finance department and other groups to track approvals and cost for employee travel.

Q82.   Would the Crown please provide any additional functional details that can be shared in regards to the intranet requirements?

A82.   Details regarding the overall requirements of the project, and the intranet can be found in the Roadmap and RFP.

Q83.   Would the Crown please state the methodology utilized to achieve the prescribed, development level of effort estimates which were provided in the roadmap?

A83.   Bidders should refer to A29 for a response to this question.

Q84.   Would the Crown please provide further clarification in regard to Section 8.1: The Total Fee payable under this Agreement is as set out in Appendix A. It states "the Consultant shall have no right to demand any additional Fees other than as set out in Appendix A, either before, during or after the completion of provision of the Services."

As such, could CDIC please confirm that it intends to award a Time and Materials contract to the successful bidder? Further, please confirm that the Total Fee is estimated and may be impacted by the planning and design phases of the project.

A84. CDIC intends to award a fixed-price agreement for the Maximum Total Fee in the Bidder's Financial Offer unless otherwise agreed by the Parties in writing in advance:

ARTICLE 8
FEES AND BILLING PROCEDURES

8.1 The Total Fee payable under this Agreement is as set out in Appendix A. The Consultant shall have no right to demand any additional Fees other than as set out in Appendix A, either before, during or after the completion of provision of the Services <u>unless otherwise agreed by the Parties in writing in advance.</u>

Q85. **Currently, within the Statement of Work, the Crown refers to the Digitization of Records as a task that is required for this implementation. Can the Crown please expand on this requirement to clearly indicate what is required as the scope of this requirement is unclear and insufficient to determine a level of effort.**

A85. Bidders should refer to A12 of Addendum #3 for a response to this question.

Q86. **Currently, the Roadmap defines the number of users for training, can the Crown please indicate the number of users that will be migrated for the implementation?**

A86. Bidders should refer to A9 and A10 of Addendum #3 for a response to this question.

Q87. **Can the Crown please indicate the Start Date for the commencement of this project?**

A87. October 2019.

Q88. **Currently in Addendum 3, indicates the following:**

A9 - The migration of data will involve both content from SharePoint and network drives. However, a cleanup exercise is in the scope of the project and must be performed on the network drives in order to delete transitory information prior to migration. CDIC is expecting the selected candidate to execute the content cleanup.

A14 - The content clean up is in the scope of the project and is about the deletion of transitory information on network drives and SharePoint sites prior to migration. (for example inactive files designated as superseded, drafts, duplicates, personal files, etc.). We are expecting the selected candidate to facilitate the cleanup and identify content to migrate.

At present, it seems that these 2 requirements represent a conflict as there is a difference between facilitation and execution, this does impact the Level of Effort required from the candidates. A14, does seem to align with the text provided in the RFP's SoW:

Data Migration

> **• Facilitate content cleanup of current SharePoint and network drives and classification on SharePoint Online**
>
> **• Develop migration strategy and facilitate execution**
>
> **• Classify existing documents on premise using AIP file scanner to determine where the data should be migrated to (e.g. highly sensitive data to highly sensitive tagged SharePoint Online sites).**

Can the Crown please clarify?

A88. CDIC confirms that "Facilitate" is the appropriate word for A9 of Addendum #3.

CDIC is expecting the selected candidate to facilitate the content cleanup.

All other terms and conditions of the RFP remain unchanged.

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Member Risk and
Resolution

Forms & Templates

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BOARD

Communications

Portals

Business Continuity
Management Program

Communications and
Public Affairs

Corporate Policy Portal

Corporate Risk,
Planning and Reporting

International Affairs

Finance and
Administration

Connections

Connections - May 2019

Connections - April 2019

Connections - March 2019

Connections - February 2019

Recent Bentall Communications

	Type	Name	Modified

There are no items to show in this view of the "Bentall Communications" document library. To add a new item, click "New" or "Upload".

Office Services

	Type	Name	Modified

⊟ **Category : Office Services Information (4)**

	Type	Name	Modified
	📕	CDIC Meeting Spaces (Ottawa)	26/04/2019 9:38 AM
	📕	CDIC Meeting Spaces (Toronto)	26/04/2019 9:38 AM
	📕	CDIC Ottawa office	26/04/2019 9:38 AM
	📕	CDIC Toronto office	26/04/2019 9:38 AM

Newspapers

Ottawa Citizen

National Post

Montreal Gazette

Vancouver Sun

Ottawa Sun

Toronto Sun

CDIC Wallpapers

	Thumbnail Preview	Name
		Lock-Wallpaper1080-02
		Lock-Wallpaper1080-03

1 - 2 ▸

EMPLOYEE SELF SERVE

FORMS & TEMPLATES

SITE MAP

ALERT ME!

EMPLOYEE DIRECTORY

CONSULTANT DIRECTORY

Insurance and Risk Assessment

Management Reports   **Market Informati**

Information Systems

Video Conferencing Manuals

member portal

Member Portal ▸ Training Materials

Contains all information related to member institutions

Current Member: ▼

Member Portal

☐ 🗏 General Information

☐

☐ 🗏 Communications
☐ 🗏 Administration

Training Materials

Recent Documents

Document Name
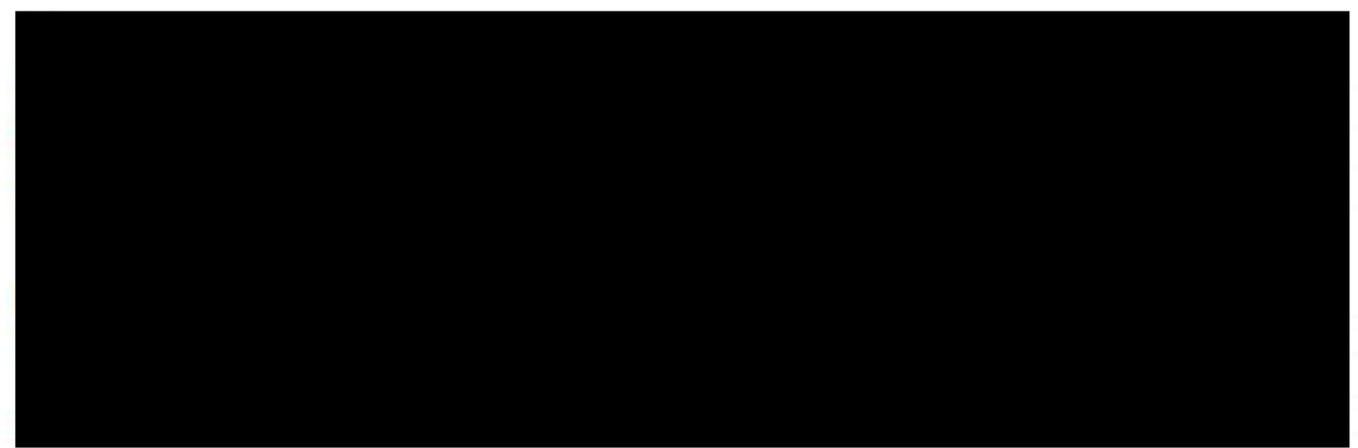
Checked Out Documents

All documents have been checked in

member portal

Member Portal ▸ Home
Contains all information related to member institutions

Current Member: ▮▮▮▮▮▮▮▮▮ ⌄

Member Portal

⊞ General Information

⊞ Administration

▣ Recycle Bin
▣ All Site Content

General Information

CDIC Members

view dashboard
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Recent Documents

Document Name

finance
& administration

Finance and Administration ›

cdic
Canada Deposit
Insurance Corporation

I Like It

Tags &
Notes

Finance and Administration | Forms ▾ | Projects ▾ | Sites ▾ | Français | Infoforum

This Site: Finance and A ▾ | 🔍 | ?

Finance Forms and Templates

Finance Shared Platform

Forecasting and Budgeting

Documents

Other Portal Sites

About CDIC

Phone Book

Finance and Administration > Finance and Administration

Welcome to the Finance and Administration Portal

Finance and Administration Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement".

➕ Add new announcement

Communications and PUBLIC AFFAIRS

CPA Teamsite ▷

This Site: CPA

CPA Teamsite | ██████████████ | ███████ | Knowledge Base | Call Centre

Documents

Shared Documents

New Website Infrastructure

Toolkit

Customer Care - Roadmap

CPA Archive

Site Pages

████████████████

Multimedia Library

Lists

Calendar

██████████████████
█████████████

Communications

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Discussions

Team Discussion

Sites

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People and Groups

Home

Links

- ▫ Globe and Mail-Report on Business
- ▫ ████████████████████
- ▫ Customer Care Link
- ▫ ██████████████████████████
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➕ Add new link

Calendar

◀ ▶ June, 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Clarke's birthday