



## Addendum #1

**September 28, 2021**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Transforming MyJJC Portal to a Cloud Architecture  
**JJC PROJECT NO.:** R22003

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

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**Please be aware that supporting RFP documents were added to the JJC Purchasing website and ESM event on September 23, 2021.**

### Questions Received:

1. The awarded vendor must be a Microsoft Gold Partner - is this a mandatory requirement.  
Yes
2. We respectfully request a 2 week extension to the RFP due date. Thanks  
No, We will not be issuing an extension
3. How do users in the organization typically work? On Laptops/Desktops, Mobile Devices, tablets? Is integration with any third-party components desired outside of simple linking to other platforms?  
User access the current MYJJC portal over the web and use a variety of devices including laptops, desktops, mobile devices and tablets. The primary third-party linkages for the portal are around ADFS authentication and accessing SQL database as described in our auxiliary documentation.
4. What is approximate size of data to be migrated?  
The auxiliary documentation shows the size of the servers used to support the current MYJJC portal.
5. What is the expected go-live date?

TBD based on the recommendations of the winning vendor for setting up a project this size. As stated in the RFP we are also open to a staged approach where we run the new cloud intranet and current MYJJC portal in hybrid if that is the recommended approach.

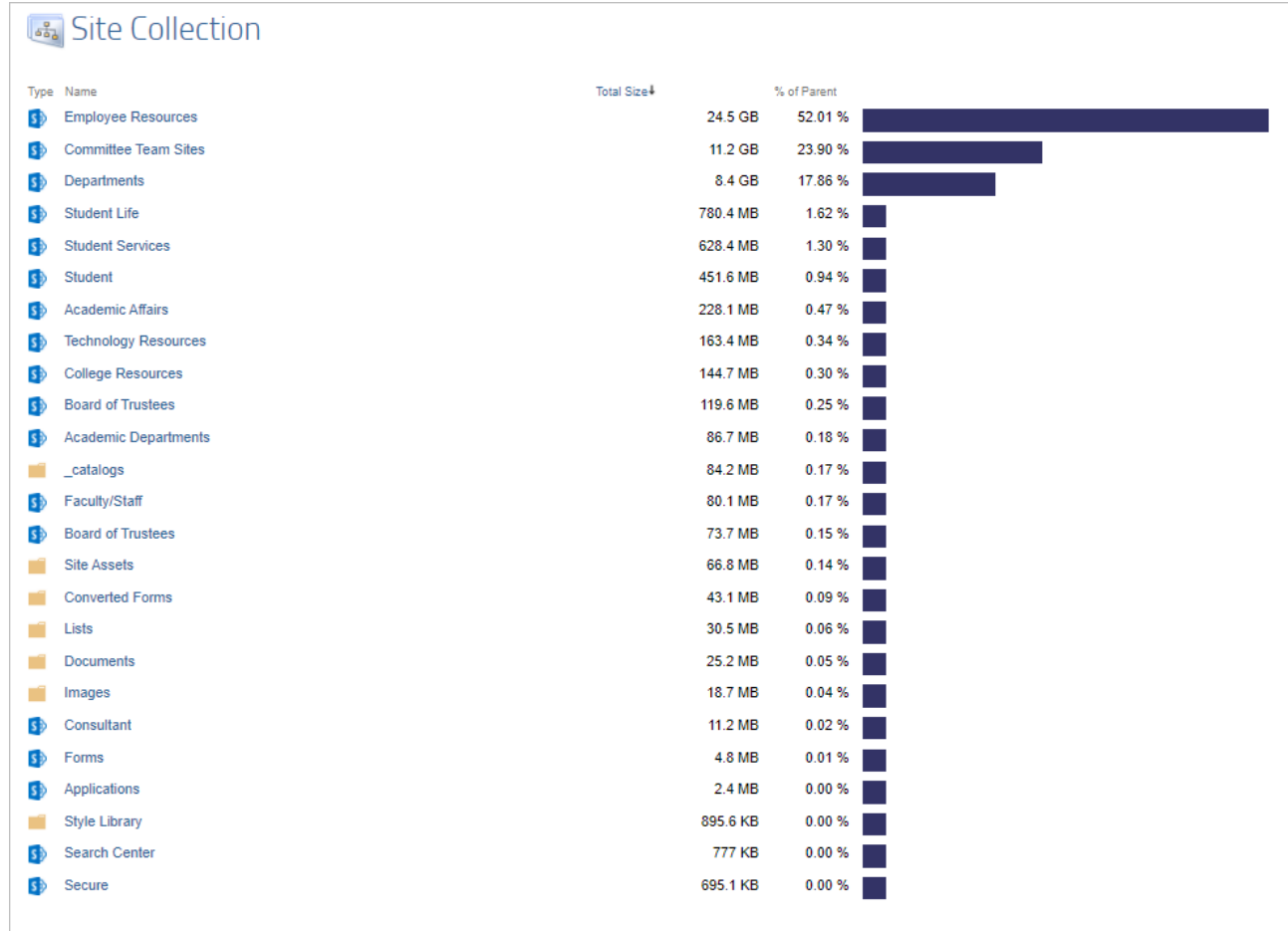
6. Is there a preferred format for the price proposal?  
We prefer the pricing to be inclusive of all effort to transform to the new system and desired effort hourly rates being spelled out clearly.
7. What sort of post-implementation or hypercare support does JCC expect from the selected vendor?  
The vendor should include transition time to JJC staff for the support of the system. On-going support beyond go-live beyond the project transitions will be scoped in a subsequent initiative.
8. Do you have an existing certified Microsoft reseller that you use? If we propose a solution can we contact them to get pricing for components that we would propose?  
While we do have an existing reseller, we would like to avoid engaging them with other vendors at this time. For the proposal clearly document the components and license level required, and JJC will work with our reseller to quote the items required for the vendors recommended approach.
9. Do all staff and students have an Office 365 account? If not, how many do?  
Yes, all students and staff have an Office 365 account. Staff and SharePoint administrators licensed at Microsoft 365 A3 for Faculty + Microsoft A5 security for Faculty. Students are licensed through Student use Benefit.
10. What is the College's current level of familiarity with Office 365 on a scale of 1-5 with 1 being "none" and 5 being "expert".  
This depends on which component of Office 365. In general staff are around a level 4 for outlook and office (Word, Excel, and PowerPoint) products. Students and Staff are quite adapt and navigating our current MYJJC portal and we create training and materials to assist in their journey. Heavily used features are more familiar (PowerShell/GUI/policy configuration), less used features like PowerBI, Power Apps (GUI configuration only)
11. Does the College currently use SharePoint online in other capacities and if so, what?  
JJC has created a small amount of internal SharePoint online pages for one project that has allowed us to gain some initial expertise on setting up pages. Minimal use internally for project documentation/wiki environments (primarily SharePoint lists)
12. What other Office 365 workloads, if any, are in active use and how widely?  
Beyond the information provided, JJC has had some experience using Microsoft Forms and Flow with some basic workflow. Marginal use of PowerBI, Yammer, Visio, Project.
13. Will all users and administrators be licensed at the O365 E3 level?  
Staff and SharePoint administrators licensed at Microsoft 365 A3 for Faculty + Microsoft A5 security for Faculty. Students are licensed through Student use Benefit.

14. What, if any, PowerBI and Power Platform (Power Automate/Power Apps) licensing does the College have in addition to what's provided through E3? Any licensed premium Power Platform connectors?  
12 PowerBI Pro, 0 Power Platform beyond Microsoft 365 A3 components (Power Apps for Office365 and Power Automate for Office 365)
15. Is the College open to the use of the Modern SharePoint experience as opposed to the Classic experience? This is Microsoft and our recommended approach in almost all instances barring extreme circumstances.  
Yes, future state supportability is forefront to our needs
16. The RFP mentions re-architecting for the cloud. Does this allow for restructuring the SharePoint information architecture i.e. nested sites become flat/hub sites? In other words, does re-architecting encompass the SharePoint information architecture itself ?  
Yes. This is a key aspect of the project.
17. Is the College planning to redesign the user experience/UX or wishing to retain the current experience? We typically recommend some redesign at least in order to leverage the much improved user experience in Modern SharePoint while understanding the value of existing familiarity.  
We will defer to your recommendations on the components and attributes of the proposed solution but would be open to some redesign of the UX experience.
18. How effective has the current intranet been and how widely used it is? Is content being actively maintained and consumed?  
It is the primary location students and staff login to navigate to other systems in their JJC journey and a critical system we support. The organization and timeliness of content information on the portal could be improved.
19. Migration can be to appropriate workloads – i.e. some content may move to SharePoint, some to Teams and so on – or is the intent to keep the intranet on the SharePoint workload alone?  
We will defer to your recommendations on the components and attributes of the proposed solution but are open to using multiple cloud based tools especially part of the Office 365 offering. JJC internal use and expertise of Teams has increased significantly over the past year.
20. Is the College open to acquiring additional licenses/license levels if warranted?  
Yes, we will rely heavily on your recommendations on the components and attributes of the proposed solution but would be open to acquiring additional licenses if warranted.
21. How many Office 365 tenants?  
Single tenant/namespace for staff and student, multiple user UPN/domain by user type
22. In addition to Workday what other non-Office 365 systems would the new intranet be expected to integrate with and to what level?  
Access to the existing Ellucian self-service applets described in the auxiliary video and information will still be required for the next several years. Beyond that, integrations

generally center around links to systems and ensuring Single-Sign on (SSO) functionality is maintained.

23. Per supplied documentation, the SP content database currently is over 2 TB. Is all this content migrating or will there be a cleanup process prior to migration? Approximate number of documents to be migrated?

43,302 Documents Distributed as:



24. Will the College supply the source mapping of content to be migrated (as opposed to content no longer needed) or will the vendor be developing this as part of the deliverable?

This will be done collaboratively and jointly between the vendor and JJC.

25. Does the College own or prefer any specific migration tools or would this be vendor recommendation?

We will defer to your recommendations on the components and attributes of the proposed solution but would be open to migration tools if license and usage costs are articulated in the proposal.

26. The supporting document lists ~100 non-Elucian customizations including customized pages, workflows, forms and SSO links among others. Are all or the majority of these slated for migration to the new environment? Yes.

27. What workflow tools were used for the existing workflows? Does the College license Nintex or any other SharePoint-friendly workflow engine?  
No beyond SharePoint built in functionality and Microsoft Forms there is a small amount of Flow usage we have piloted.
28. In addition to the customizations helpfully listed in the supporting document (thank you!) are Javascript and CSS injection permitted and used in the current environment?  
They are permitted but are not used pervasively.
29. Which Ellucian features are most heavily used in the current intranet?  
User self –service functions described in the auxiliary information
30. Given that Ellucian does now provide cloud-based solutions, what were the reasons for not moving to this?  
With the awarding of Workday as our long term ERP, there is a desire to not depend on Ellucian solutions in the future.
31. Is it accurate to say that the Workday Student ERP is the functional cloud replacement for Ellucian?  
Yes.
32. In your evaluation of Workday, were there any significant gaps – needed features provided by Ellucian but missing from Workday – which would have to be provided by the new intranet itself? The desire is to move what we can from MYJC to Workday and have even more options to do so, but we do feel like today with the need for a portal, there will be need for a Cloud based intranet to augment the ERP.
33. In the new system some of the existing intranet functionality will be handled by Workday. Which functionalities are moving to Workday? The MYJC self service functions Ellucian provided for staff have been moved over. In 2023 when we go live with student, the Student self service functions described in the auxiliary information will be moved over to Workday.
34. Is the College open to acquiring third party tools as part of the intranet solution where the ROI is better than customization? Has the College shortlisted any such tools or components for use in the new intranet besides Workday?  
We will defer to your recommendations on the components and attributes of the proposed solution but would be open to tools to accelerate the intranet creation if they provide a cloud based solution and the pricing of the tools is outlined in the RFP response.
35. Is there a training component to the RFP or will the College be handling training?  
Training of internal IT and stakeholder staff to transition support should be included, but training of users is something we can provide outside of this RFP scope.
36. If there is a training component, does the College have an estimate of audiences and number of sessions/hours or would this be for the vendor to recommend?  
We will defer to the recommendations of the bidder for estimated hours.

37. Would training encompass basic Office and SharePoint usage in addition to specific Intranet usage or just focus on the new intranet? In other words, would the training audience be SharePoint-illiterate?  
Yes, training of internal IT and stakeholder staff to transition support will be to SharePoint and Office365 literate staff.
38. If training can be provided, can it be in train-the-trainer mode?  
We will defer to the recommendations of the bidder but would be open to this model.
39. Are there any restrictions on the use of Offshore resources?  
Yes, As stated in the RFP per our security policies on administrative access.
40. Is there any required on-site presence or can the entire engagement be performed remotely? If any onsite, please specify with nature and hours.  
We will defer to the recommendations of the bidder but would assume much of this work would be performed remote.
41. What specific compliance and retention policies apply to information in the intranet?  
Yes. Details can be provided upon the bid being awarded, but in general documents retention beyond the age of the current documents is required.
42. Will the intranet be used for retention/records management as part of this RFP and, if so, does the college have the requisite record plans in place?  
Yes. Details can be provided upon the bid being awarded, but in general documents retention beyond the age of the current documents is required.
43. Will sensitive information protection be a required component of the new intranet for things like PII and other sensitive data? If so, does the College have developed policies for labelling sensitive information?  
Yes the information on the intranet is by nature sensitive. We are evolving in our tagging type of sensitive information and would generally categorize all the information on MYJC personal data.
44. We would like to understand the reason behind the need of Cloud Architecture. Can you list the pain areas leading to migration to cloud?  
It is a critical component of our IT strategy to enable digital transformation. We believe the transformation to the cloud will maximize the speed of features being in the hands-on users and minimize the effort to support the technology required to do so. This strategy also reduces the infrastructure maintenance T&M, while increasing uptime and availability.
45. Referring to Section IV(d), page 8, #b, Financial statement of an organization is a confidential document, can we submit this before the award or instead can we submit Letter of Credit?  
Financial statements are required and will be kept confidential.
46. Referring to section V, page 9, #2, Please provide details on the current system's security compliances.

The details and specifics of our security compliance is too vast to summarize. Some specific details have been provided throughout the RFP as well as in general, JJC security is based on NIST and reasonable industry standard security practices in higher education.

47. By BEP, we understand a statement for MBE or WBE Compliance would be required here, correct?

Yes, if the respondent or any subcontracted firms are MBE, WBE, or DBE certified, please include this information within your proposal. Federal, state, county, and other certifications will be considered.

48. Regarding price, do you have a defined cost format in which the price need to be provided?  
We prefer the pricing to be inclusive of all effort to transform to the new system and desired effort hourly rates being spelled out clearly. Beyond that we are open to the format the vendor best feels articulates their proposal.

49. Regarding the maintenance and support, for how long the required M&O support is expected? Accordingly we will factor the cost.

This was not included in the original RFP. Please provide per month pricing for support. This must be provided separately from the primary request.

50. Also, we would like to mention that the provide cost format does not allow us to provide M&O cost. Would request to add another line item "Yearly M&O cost" or similar

N/A

51. Considering the scope of work and the level of details to be provide in our proposal response as per the RFP request, the Oct 1st submission date is too aggressive considering and that too Q&A responses will be received by Sep 28th. We would like request for 2 weeks of extension for proposal submission allowing vendors to be able to plan the solution and present best of the proposal.

<no>

52. If you can, please share the budget range allocated for this project.

While a budgetary plan is in place for this project, we will defer to the recommendations of the bidder to articulate the costs and project length of such an effort and will determine and provide details on actions on budget alignment and funding after award.

53. Will a Minority- and Women-Owned Business Enterprise (M/WBE) certificate issued from other State agencies be valid in reference to BEP? State of Illinois CMS Business Enterprise Program certification is preferred; however, all certifications will be considered during our evaluation.

54. Can we use resources outside of the USA for this work during the implementation with Project SPOC with in USA and required M&O work from USA, or do all resources need to be within the USA assuming off site work is allowed. Please suggest. All offshore work must be done per what is stated in the RFP per our security policies on administrative access.

55. In case onsite resources are required, please specify what percentage of the total workforce needs to be working from the Onsite location?

We will defer to the recommendations of the bidder but would assume much of this work would be performed remote.

56. 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 – \$125,000 e. \$125,000 - \$150,000 f. \$150,000 - \$250,000 g. \$250,000+ While a budgetary plan is in place for this project, we will defer to the recommendations of the bidder to articulate the costs and project length of such an effort and will determine and provide details on actions on budget alignment and funding after award.

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

We will defer to the recommendations of the bidder but would assume much of this work would be performed remote.

58. What qualifications are you looking for in an implementation partner? For example, we have multiple Microsoft Gold and Silver Competencies, Microsoft SharePoint Certified Masters, etc.; will the proposal scoring take our credentials into account?

The bidding firm must be a Microsoft Gold partner. Credentials and competencies articulated beyond that will be used in the assessment of the vendor described in the RFP.

59. Will JJC be setting up Development, Test/Staging, and Production environments with appropriate configuration, or is it assumed to be the vendor's responsibility?

We desire to have these environments set up collaboratively between the vendor and JJC in this project and encourage vendors to describe the roles and requirements recommended to do so in their proposal

60. 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? This RFP was created full by internal JJC staff.

61. The RFP indicates that the "vendor's past relationship with JJC" will be considered as part of the evaluation. Will vendors who have worked with JJC in the past receive additional points or other advantages related to proposal scoring and if so, how many points, etc.?

The considerations for evaluation are included in the RFP. The exact scoring details will not be shared at this time.

62. Can JJC please provide the details of how many users are to be trained as part of the project?



The vendor should include transition time to JJC staff for the support of the system in training and should anticipate about 6-8 staff being trained

63. The RFP references “Business Enterprise Program (BEP) Certification or Utilization” as part of the evaluation; we are a California Certified Small Business Enterprise; will Small Business Enterprises in any state receive any special consideration in this procurement and if so, what consideration?

State of Illinois CMS Business Enterprise Program certification is preferred; however, all certifications will be considered during our evaluation.

64. The RFP indicates that you have “14,649 full time and part time students enrolled in spring 2020 classes and 1,478 staff”; how many users should we account for as it relates to project scoping, product costs, etc. (e.g. staff only or all staff and students)?

All staff and students have access to MYJJC and will need access to the new cloud based intranet.

65. The RFP indicates that we are to “submit a draft contract for the services being offered” along with our proposal. The majority of our customers are in the local government and education sectors and we are always compelled to use the customer’s standard contract: a. Do you anticipate using our standard contract or one that you typically use for projects such as this one? b. Can our standard contract be provided upon notice of shortlist or award?

This is a requirement; please submit a draft contract for review during the evaluation process.

66. Regarding the requirement stated in the RFP as “Quality and Range of reports (Management, Administration, Canned and Custom Reports)”: a. Can you please provide additional details and/or sample reports related to this requirement? b. Do you anticipate that Microsoft 365’s built-in reports will satisfy this requirement?

We will defer to the recommendations of the bidder on what reports can and should be provided and how they are provided. The reporting level of the current MYJJC system is fairly basic and logical to what one would reasonably expect from a portal. Custom SharePoint List Example

A good portion of our SharePoint lists have been customized in SharePoint Designer to make the form more user friendly, or to assist in department work processes. We may have removed some fields on the NewForm view, and added them back into the EditForm view to act as a “office use only” type of form.

An example of a customized form would be this one -

Before:

Student Name \*

Student Username \*

Instructor Name \*

Class \*

Course Number

Section Number

Test/Quiz Name \*

Date of Test/Quiz \*  

Additional Information or Reminders

Student has completed test in Testing Center:  Yes  No

After:

Request for Test or Quiz Accommodations

Student Name \*  

Student Username \*

Instructor Name \*  

Class \*

Course Number

Section Number

Test/Quiz Name \*

Date of Test/Quiz \*  

Additional Information or Reminders

We have made the text bigger, marked the required fields with a red asterisk, and removed the last field.

This form gets filled out and then emailed to the owners for them to process. They receive the information and log back into the portal to add extra information to the form (EditForm) or to move it along through their specific business processes.

This list has 3 views the owner use.

Allitems – this is where the item first lands

Completed – this is a filtered view showing completed items that is filtered on a specific list field.

Export View – a view to show all items regardless of status. This is used so all items are exported to a spreadsheet for other departmental purposes.

67. Regarding the current SharePoint implementation/environment:

In general we have provided details as we can and in the RFP and auxiliary documents.

- a. Are there any Farm-level Solutions or third-party products beyond Ellucian installed; if so, please provide details. As understood in the question, no.
- b. We have migrated other customers off of SharePoint 2013 and Ellucian and they determined that the Ellucian components in SharePoint were no longer needed once they were on M365; do you anticipate continuing to use Ellucian as part of the new solution? In one of the videos in the auxiliary documentation there is comments on this.
- c. If you have customizations that involve custom code (e.g. “custom forms and applications” mentioned in the RFP):
  - i. Will these customizations be used in the new solution or will they be re-implemented using the modern features of the platform?
  - ii. Is the source code is under source control (e.g. Azure DevOps)
  - iii. Will internal staff be responsible for remediation, as needed, related to any custom components? ? We will defer to how the vendor proposes we handle customization and will access the proposal and award to solutions we feel our staff will be ultimately capable to support.
- d. Are there any integrations to systems that are external to SharePoint that need to be considered/integrated to in the new solution? If so, please provide details. Only as stated in the information provided including support of Ellucian constituency determination and passing of federation and Single – Sign On (SSO).
- e. Do you have any InfoPath forms that contain code-behind? If yes, please provide details.
- f. If you are using MySites: No. There are mostly SharePoint documents and a small amount of other forms documented as best we can in the auxiliary documentation.
  - i. To what degree have they been customized? Customization in the system are generally around basic workflow for document approval.
  - ii. How many MySites need to be migrated? There is one site which has two primary constituency views (student and staff) and pages set around individual or

department settings. g If you have any workflows that need to be upgraded/migrated: i. What tool was used to create them (e.g. SharePoint Designer, Nintex, or Visual Studio)? ii. Will all running workflows be complete at the time of the migration? Generally SharePoint designer. iii. It is unlikely that it will be possible to migration workflow histories; is this a concern? No. We do not anticipate migration of histories. Additional information on the student content per the question above to help assist in understanding of scope, here is a list which lists user control, sharepoint, and calendar forms for student:

**User Controls**

<b>Control</b>	<b>Description</b>
adjunct-faculty-contract.ascx	form that allows users to consent to terms of contract, sends email upon completion
adjunct-faculty-registration.ascx	form to allow users to register for seminars, sends email upon completion

asc-tutoring-survey.ascx	students fill out the survey and the results are emailed to the form owners
asc-workshop-survey.ascx	students fill out the survey and the results are emailed to the form owners
business-aux-furniture-eval.ascx	form that sends email after completion
business-aux-training-eval.ascx	form that sends email after completion
business-vendor-eval.ascx	form that sends email after completion

canvascoursesusercontrol.ascx	custom webpart that shows students/instructors classes on the landing of fac/staff oir student
communications-publicity.ascx	sends email to owners depending on choices user selects for advertisement
counseling-apgroup.ascx	students fill out form - then pick a group to register for. Groups are created by form owners

grade-change.ascx	form that grabs pdf on server, fills out the fields and sends to imagenow workflow
hr-united-way-giving.ascx	form that sends email
major-exploration-fair.ascx	submits and sends details to the report page
major-exploration-fair-report.ascx	display form for all MEF registrants
observation-request.ascx	
photo-id-application.ascx	allows students to upload photos and request ID's

portal-advantage-orientation.ascx	not sure this is used
<a href="https://ssofed.gartner.com/sp/startSSO.ping?PartnerIdpid=h">https://ssofed.gartner.com/sp/startSSO.ping?PartnerIdpid=h</a> <a href="http://sta525.jjc.edu/adfs/services/trust">http://sta525.jjc.edu/adfs/services/trust</a>	Link to SSO users into gartner
portal-hr-core-values.ascx	form that fills out pdf from server and attaches into email
portal-human-resources-pd-registration.ascx	
portal-icampus-lookup.ascx	
portal-icampus-lookup-student.ascx	
portal-icampus-students.ascx	
portal-icampus-student-tests.ascx	page looked up student info displays on



portal-welf-url-secure.ascx	link in hamburger menu (if you have permissions) generates a link to eresources with a a random char string
publicity-request.ascx	
records-transcript-request.ascx	sends email notification
registration-class-search.ascx	uses azrdb01 to lookup class info, displays info on class-results.aspx
registration-printable-schedule.ascx	
test-portal-welf-url-secure.ascx	same as production, but goes to watest.
transcript-secure.ascx	

undecided-register.ascx	not currently used, but plans to use in the future - registration systems that allows users to register for sessions. Runs on azrdb01
oire-data-request.ascx	data request form - OIRE
attendance-correction.ascx	attendance correction
financial-aid-clearing-house.ascx	enrollment verification

**Sharepoint Lists**

Name	Type	Description
Make up test submission	2010 workflow	if there is an attachement email the instructor then the student, if no attachemnt then email just instructor and if disability services box is checked then email disability services

icampus test submission	2010 workflow	if attachment included email the variable date gets set to the end date. If no attachment then the instructor just gets an email
request for test/quiz accommodations	form is styled custom	emails instructor input on form
notice of accommodation	form is styled custom / not sure if this is still used	
notetaker request	form is styled custom	

Instructor Initiated Withdrawal  
Form

custom form styling  
/ 2010 workflow

redirects to thank you page after  
submission, sends notificattion  
email, and then emails again  
depending on if course is passed  
midterm/drop date/ or  
instructor notification is not  
empty

Additional Funds Request

2010 workflow with approval process

kicks off workflow to send email to created by user, then starts an approval process on the dean, then that starts an approval process on the vice president. (if you look at the workflow in sharepoint designer it will make more sense.

Notice of Separation

2010 workflow that  
sends formatted  
email with form  
information

The workflow will send a  
formatted email to HR and the  
supervisor. We need to open the  
workflow email in Designer and  
make sure the body of the email  
is formatted with line breaks and  
**not** one continuous string of text.

<p>Upload forms (more than one dept uses this and the submitted document goes to various directories)</p>	<p>This particular flavor of form sends notification email to jbrooks@jjc.edu. Safe to assume if this form works the other flavors do as well</p>	<p>student uploads document and document is sent to @"\\mainimgnow001\sap-uploads\" JJC can check to see if file was sent</p>
<p>Change of Grade Request</p>	<p>custom form that grabs pdf on server, fills out the fields and sends to imagenow server to kick off imagenow workflow</p>	<p>pdf to be written with form fields, and sent to imagenow server (mainimgnow001). Then sends notification email.</p>

University Partnerships	sharepoint list, custom styled	workflows have been turned off for now
employee giving		
technical dept student complaint form	no entries	
technical dept student worker request	no entries	
vet tech request more info	no entries	
bookstore contact us		
request for care	no entries	
sustainability pledge	no recent entries	
student progress concerns	no recent entries	
suggest a seminar		
myjjc notifications listing		
bus and aux bids archiving		
employee profiles		
propose a PD session		
register for a PD session		
mobile computing agreement		
marketing promotional items		
marketing project request		
print request - BW		
print request - COLOR		
honors application for membership		
SAC transfer info sessions		
SAC request a program change		

**Calendars admissions master recruitment schedule**

- OSA club meeting and activities
- OSA calendar of events



- Student government
- Student wellness events
- Schedule change form
- Benefits request **form**

For the remaining answers for points below, please refer to provided auxiliary documentation and/or assume reasonable expectations you can define in the ERP on specifics. h. Which service applications are installed/configured and in use in the current implementation? i. How many active Content Databases do you have? j. How many Site Collections do you have? k. Does each Business Unit have its own Site Collection? l. What is the total amount of content to be migrated? m. Are there any errors being logged or issues with the health of the farm or any of the content databases? n. How many Business Units will use the resulting solution? o. SharePoint typically contains Documents, Lists, Pages with content/web parts, and Taxonomy (Content Types and Term Sets). All of these upgrade/migrate to the Modern Experience fairly easily except for the Pages: i. Do you need to migrate existing pages or is it acceptable to replace them with modern pages? ii. Will internal staff be responsible for the redevelopment of pages? iii. Approximately how many pages need to be developed by the consultant?

68. Regarding the requirement stated as “Document routing and approval for some forms and documents throughout the portal” a. Can we assume that the workflows are very simple in nature (e.g. document approval)? **Yes, however stating level of effort and approach for complicated workflow is helpful in RFP responses.** b. If available, can you please provide an outline of the steps or flow diagrams that represent a typical workflow? **Not beyond information provided at this time**

69. On a scale from 1 to 5 where 1 represents “None” and 5 represents “Expert”, can you please indicate what SharePoint/O365 skills you currently have in house in terms of: a. Infrastructure, Administration and Maintenance **4.** b. Information Architecture Design and Implementation **4.** c. Content Owner/Authorship **4.** d. PowerShell and C# Development **2**

O365: a-4, b-4, c-3, d-3

SharePoint: a-2, b-2, c-2, d-2

70. Is training of end students also desired? If yes, roughly how many users would be in scope for training? **No – we will create this in a separate engagement and mostly internally, but also expect system to be intuitive enough to use without significant training.**

71. Is it a requirement that individual members of the project team possess citizenship or residency of any specific country? **All offshore work must be done per what is stated in the RFP per our security policies on administrative access. All work must be performed in accordance with labor laws of that location.**

72. Can you provide additional guidance on the desired features of the new Intranet that will not be moving to Workday? (IE: Pure document storage, class scheduling, announcements, calendars, etc.)

Please refer to the auxiliary documentation which has documents and videos which may help provide more details.

73. Is the continued integration of Ellucian a requirement of the new solution, outside of a brief transition phase, or is the intended end state that all Ellucian driven functionality is replicated in the Workday Student ERP?

We will require this until 2023 and is also discussed in one of the videos in the auxiliary documentation

74. Can the college provide details on what components of Ellucian are currently being leveraged?

Stated above and is also discussed in one of the videos in the auxiliary documentation

75. Will the new solution be faculty facing or student facing? Or is student functionality being moved entirely to the Workday ERP solution? If both, will separate interfaces be required for each group?

The new cloud intranet portal will be accessed both by faculty and staff and require different main pages and functionality for both similar to today.

76. Is any configuration support of Workday ERP required as a part of this scope?

No. However Workday experience articulated in a nice to have.

77. Can the college provide guidance on any budgetary requirements or ranges? Does the college have any regulatory requirements around retention and sharing of data? Will all data on the platform need to be stored in compliance with the above regulations, or a subset?

While a budgetary plan is in place for this project, we will defer to the recommendations of the bidder to articulate the costs and project length of such an effort and will determine and provide details on actions on budget alignment and funding after award.

78. Is custom creative design desired to adhere to specific internal branding guidelines? If yes, can branding guidelines be shared?

We would like to brand the system reasonably to our logo usage and color scheme but beyond that are open to working with the vendor on a reasonable UX design.

79. The RFP mentions custom Forms and Workflows. Can the college provide details around the number of forms/workflows in scope for re-development, and the nature of their functionality?

Refer to answers above and auxiliary documentation

80. Is support/configuration of Teams in scope for this project? If SharePoint is leveraged as a primary platform: Should net-new SharePoint sites integrate with Teams?

If Teams is proposed, the effort to enable our Teams environment to work in the solution should be documented but ongoing support of Teams is not expected in the RFP. The solution should include a plan to interface with our current Teams pages – even if it is just via a link, but more robust interactions and collaboration approaches using Teams are encouraged.

81. Will there be consistent usage of the new portal by external users? (Users not licensed in the M365 Tenant)  
No – usage will be secured and only available to faculty and staff.
82. Does a change management process already exist internally?  
Yes. As part of the project JJC will work with the vendor to overlay our change control processes with vendor recommended processes
83. How much data from a file size perspective exists on the current systems?  
Refer to answers above and auxiliary documentation
84. How many separate pages/sites exist in the current environment?  
Refer to answers above and auxiliary documentation
85. How many "operational" units of business exist that would feasibly require a dedicated space to collaborate? This can be a rough guess. (IE: "Academic Affairs", "Accounting", etc.)  
Similar to most colleges of our size and around one to two dozen.
86. How many unique templates is the college envisioning for the new portal?  
Very standard except for the provided templates by Ellucian in their portal product documented in the auxiliary documentation
87. Does the college have an existing vendor that provides SharePoint/M365 support?  
SharePoint on premise yes, Online or M365 support no beyond Microsoft Premier Support of 365 environment.
88. Is integration with any other M365 Components desired? (IE: Project, Planner, OneNote, etc.)  
Not listed as a requirement but we are open to further expansion to other M365 products.
89. Can the college provide insight into current initiatives that would use this intranet as a central place for collaboration? Not beyond what is articulated. In general, Teams would be considered our primary collaboration point, access to Teams and integration of our portal to enable this only strengthens a proposal

**End of Addendum #1**



## Addendum #1

**September 28, 2021**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Transforming MyJJC Portal to a Cloud Architecture  
**JJC PROJECT NO.:** R22003

**Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.**

Issued by:

Roxanne Venegas  
Purchasing Manager  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #1.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature