



Addendum #1

DATE: August 23, 2016

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: SharePoint Designer and SharePoint Programmer
JJC PROJECT NO.: R16011

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.

Questions Received:

1. What is the total budget of this RFP?
The total budget for this project is \$25,000
2. Is it a single or multiple award?
We would view this as a single award
3. Kindly confirm about the start and end dates of this project?
The start date will be in November 2016, until October 2017 with the option to extend the contract.
4. Is there any service provider of the same services in the past, if yes then please share the details of the service provider along with the last year's outlay?
There has been no SharePoint consultants used in the past, but our version of SharePoint will be upgraded to the 2013 version by Ellucian, and the model for the portal we are using is the Ellucian Portal 4.x model.
5. The RFP states "a contract with an individual or organization". Does this mean they are open to one or more resumes being provided to fulfill the requirements specified in the scope of work?
Yes, we are open to one or more individuals being provided to fulfill the requirements. However, there must one principal who takes sole responsibility for executing services requested in the proposal.
6. Initially this read as a staff augmentation, however, they are requesting project-based pricing. In order to provide project-based pricing can Joliet please provide any known requirements including, but not limited to, wireframes or mock-ups for the following items?

Additionally, will they be providing any development assistance in the form of creating Web Services for Canvas or EAB or is it up to the contractor to write the integrations on both sides?

As for Canvas and EAB, the contractor will get help from Canvas, plus our JJC staff, but the integration will be written by the contractor. From EAB, the contractor will get help from EAB and JJC but the integration will be written by the contractor.

- a. Using postsecondary portal design concepts, and input from Joliet Junior College, create new/modify Microsoft SharePoint Ellucian Portal templates for different audiences .(i.e. students, faculty, and administrators/staff).
There are mockups for what we are looking for, but we would like to see the contractor's ideas from working with other higher education institutions.
 - b. Create/modify/configure a single sign on for all application software integration if possible.
We would like to see single sign on with Canvas, and EAB (with help from Canvas, JJC, and EAB).
 - c. Create/modify/configure a Microsoft SharePoint 2013 web part for Office 365 as specified by Joliet Junior College to interface into the portal.
We will have mockups for the type of web part we would like to see, or if there is already one made by Microsoft for Office 365 or Outlook we could you those.
 - d. Create/modify/configure a Microsoft SharePoint 2013 web part for Outlook email as specified by Joliet Junior College to interface into the portal.
We will have mockups for the type of web part we would like to see, or if there is already one made by Microsoft for Office 365 or Outlook we could you those.
 - e. Create/modify/configure a Microsoft SharePoint 2013 web part for Canvas Learning Management System as specified by Joliet Junior College into the portal.
We will have mockups for the type of web part we would like to see, or if there is already one made by Microsoft for Office 365 or Outlook we could you those.
 - f. Create/modify/configure a Microsoft SharePoint 2013 web part for EAB Grades First software (JJC Success Tracker) as specified by Joliet Junior College.
We will have mockups for the type of web part we would like to see, or if there is already one made by Microsoft for Office 365 or Outlook we could you those.
 - g. Create/modify/configure analytics reports to allow Joliet Junior College to monitor usage applications within the portal.
We are just looking for how analytics are created for the web parts, and what type of reports are available in SharePoint 2013 or how to produce analytic reports in SharePoint 2013
7. Does Joliet have SharePoint 2013 configured for use with the App Model?
As of today 8/22 we do not have SharePoint 2013 installed, but will ask for the App Model if necessary.

8. Are you looking for an organization to provide this Microsoft SharePoint user interface/portal design and Microsoft SharePoint programming work as a managed service, remotely?

The interface/portal design and programming can be done remotely. We would need phone meetings, (WebEX meetings) to hash out our questions and give you what you would need

9. Or do you want programmers full time onsite? Or is it on an “as needed” basis. If part time, what is the expected hours per week?

The programmers don't need to be onsite, we foresee it as an as needed basis, we will have questions (like looking for some possible design issues, web parts that are not provided with our Ellucian Portal) The hours per week will be dictated by what we are looking for.

10. Is the Ellucian Colleague Portal a “nice to have”? Or is it a disqualifier?

Yes it is a disqualifier, but the Ellucian Colleague Portal is what we will have, we are looking for possible ideas about moving web parts around the screen (higher-Ed design experience) and adding additional web parts such as ones for Office 365 and Outlook, plus some other single sign on functionality with other third party systems.

11. Do you require the candidate to be US citizen? If not, do you accept H-1B Visa holders?

The vendor's firm must be located in the United States of America.

12. In regards with the possible presentation by 2 top firms, do the proposed candidates need to be at the meeting or just the Firm account managers? If the proposed candidates have to be part of this presentation, do they have to be onsite or remote?

The proposed candidates firms must be present and can participate remotely.

13. RFP states it requires 2 resources, can we send more resource resumes?

Yes

14. Can the work be done remotely along with attending the meetings remotely or does it require the 2 resources to be on site?

Yes, the work can be done remotely with meetings done by phone or by WebEx.

15. Can any work be done offshore like in Canada or India?

See the response to #1. As long as the firm is domiciled in the US, the work can be done offshore.

16. How much of this project is already done or these are enhancements to existing project?

SharePoint will be upgraded and the Ellucian Portal will be installed. The rest of the project will be enhancements to this platform.

17. Is the development for both Office 365 and SharePoint 2013 as well?

Our student population is using Office 365, and SharePoint 2013 will be installed, we need the candidate to enhance these together.

18. What technology stack from below is allowed as a corporate policy if any for SharePoint development

- a. Classic WSP DotNet
- b. SharePoint Hosted App
- c. SharePoint Provider Hosted app
- d. OOB development in CEWP using JavaScript with JavaScript client object model or REST API

As of now, we do not do any SharePoint development so we do not have any corporate policy.

19. Does the SharePoint user interface/ portal designer expected to create Graphics & images?
No

20. Questions in regards with " Using postsecondary portal design concepts, and input from Joliet Junior College, create new/modify Microsoft SharePoint Ellucian Portal templates for different audiences .(i.e. students, faculty, and administrators/staff)." Would be great if you can shed some light here on what "post-secondary" implies here.

Post-secondary in this instance means higher education, whereas the candidate would use his or hers experience in higher education to give us what he or she things the students are looking for in the portal.

21. Questions I regards with " The original copy should be so noted and signed." Does this mean it has to be properly notarized by an authorized authority?

Yes, a legal notary public must properly notarize it. The notary can be located in the US or a US Consulate/ US Embassy in the foreign country.

22. Question in regards with " However the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required. "

a. Is this a fixed price bid?

Please provide all fees for the entire term of the contract within your proposal.

b. Are the references that needs to be send for the firm or for proposed resources?

References must provide an opinion as to how your firm performed for projects of similar size and scope.

23. Which certificate does it mean when it says "Bidder's Certification statement"

The bidder's certification statement may be found on page 10 of the RFP document.

24. Question in regards with : "Create/modify/configure a single sign on for all application software integration if possible." : in regards with single sign on what are the other applications that SharePoint need to be single-sign on integrated with ?

Right now, we would like Canvas, EAB, and Success Navigator as applications that need to be single sign on. There may be more also.

25. Question in regards with : "Create/modify/configure a Microsoft SharePoint 2013 web part for Office 365 as specified by Joliet Junior College to interface into the portal. " Does this mean that there is already a web part which has been developed for SharePoint 2013 and now needs to be upgraded to be used in Office 365? If yes then what is the technology that it has been used to developed - Classing WSP DotNet web part OR JavaScript web part using JavaScript client side object model OR just OOB XSLT list view web part which has been configured.

We do not have a web part for Office 356, but Microsoft does and we would like to integrate it into our portal

26. Question in regards with : "Create/modify/configure a Microsoft SharePoint 2013 web part for Outlook email as specified by Joliet Junior College to interface into the portal." Please shed some more light on it? Does this mean that you want to see all your emails in a custom web part in Office 365? Also when you say outlook is it outlook.com or MS Office Outlook emails .
We would like the students to be able to see 3 or 5 of their current emails in a web part, then they could click on the web part and their email would open.
27. Question in regards with : "Create/modify/configure a Microsoft SharePoint 2013 web port for Canvas Learning Management System/ EAB Grades First software (JJC Success Tracker) as specified by Joliet Junior College into the portal." Is this a brand new webpart that needs to be developed? Is this canvas learning management system part of Ellucian Colleague or is going to be developed from scratch in SharePoint. If it is Ellucian Colleague, I am assuming that this task will require using Ellucian Colleague APIs. If it not Ellucian Colleague but needs to be developed in SharePoint from scratch : will it just be a read only dashboard kind of webpart or is it supposed to have functionality to be able to enter data in this web part also? Any more information that you can give me on "Canvas Learning Management System" & EAB Grades First software (JJC Success Tracker) webpart would be great to give more specific info.
These two web parts would be new and need to be developed. The main thing for both of these software's is single sign on. With Canvas, we can develop what we see with our Canvas people here on campus and with Ellucian. The EAB might be links with single sign on.
28. Question in regards with : "Create/modify/configure analytics reports to allow Joliet Junior College to monitor usage applications within the portal." Is this for Office 365 or for SharePoint 2013 Any more info on analytics requirement would be great.
I would say that the analytics we are looking for would be what web parts are students clicking on, and how many people are logged in and using the portal. These might already be provided by SharePoint.
29. Question in regards with : "Create/modify/configure any web parts not specifically identified in any previous statements" Is it kind of tough to give any kind of estimates on this requirement, would be great if you can specify any details like How many more webparts? Will they be integrating with a 3rd party application? do they need to be able to?
Right now we do not have a number, we just wanted you to be aware that there is the possibility of more integration to be done, possibly on another contract.

End of Addendum #1



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PROJECT NAME: SharePoint Designer and SharePoint Programmer
JJC PROJECT NO.: R16011

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:

Janice Reedus
Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature