

Department of Retirement Systems

Work Request: Design, Build, Deploy a SharePoint 2013 Environment

DRS Work Request No: WR 13-002-101

April 4, 2013

Vendor Questions & Answers

	Question	Response
1.	<p>Please clarify the specifics of the Microsoft vouchers currently in place and available to this work effort:</p> <ul style="list-style-type: none">a. Can they only be applied to specific deliverables? If so, please note which.b. What is the total dollar value?c. Will they be applied to this engagement at the hourly rates that you have in place with vendors, or at an hourly rate specified by Microsoft?d. Has Microsoft stipulated a date by which they have to be invoiced?	<p>As part of our enterprise agreement, DRS receives vouchers for the purpose of acquiring services related to Microsoft software. In order to redeem the vouchers, the vendor would need to have an agreement with Microsoft.</p> <ul style="list-style-type: none">a. These vouchers are typically used for planning and design, but there is some flexibility.b. Each voucher represents one day of services. Most vendors define “one day” as equal to eight hours of work performed. DRS has allocated up to 11 vouchers for this project. The actual dollar value of the vouchers would be determined by the rate specified in the vendor’s agreement with Microsoft.c. The rate would be specified in the vendor’s agreement with Microsoft.d. Our vouchers are good through August 2014.
2.	<p>Will all hardware and software be acquired and available by May 1st? If not, by when?</p>	<p>We anticipate using virtual servers and believe we have enough capacity for this project. We believe we have the required software licenses. We anticipate validating this as part of the design phase of the project.</p>
3.	<p>Do you have a preference for whether the SharePoint 2013 environment will be fully physical or virtualized?</p>	<p>Virtualized wherever possible.</p>
4.	<p>Will your organization assign a project manager to this initiative? If so, will they be fully dedicated to the effort?</p>	<p>A project manager will be assigned, but will not be fully dedicated to this project.</p>
5.	<p>A completion date of June 30th is aggressive, given what you’d like to accomplish. Is that a hard and fast date? What is driving it?</p>	<p>We would like to complete this project as soon as possible. We are looking to the vendors to propose a realistic timeline.</p>