

Date	ID	Question	Response
28/03/2018	1	Can you advise on budgets on the RFP for SharePoint/Document Collaboration solutions, to be specific the original notice said it would be a contract value of £10,000	The minimum budget for this project is £10,000 the maximum is £30,000. These figures are exclusive of VAT.
29/03/2018	2	What is SharePoint Online Currently used for by the RCOA?	It is used minimally by a small number of teams as a place to store and share project documents and to log some key information using lists.
29/03/2018	3	Have any originations been involved prior to the tender being issued?	No.
29/03/2018	4	Have any organisations been involved with the earlier discovery phases (section 6)?	No.
29/03/2018	5	Is there a budget already allocated to this project, if so are you able to give an approximate value?	Please see answer to question 1.
29/03/2018	6	Are the RCOA open to using third party products for SharePoint Online?	We expect that our requirements can be met using SharePoint Online. If your proposal includes any third party products please explain why this decision was made as part of your response.
05/04/2018	7	In the scoring you have suggested that there aren't any marks available for the requirements document, it's just a pass or fail. Would you be able to explain what you are hoping for from this part of the response?	In the requirements response we want to understand if any of our requirements can not be met by SharePoint Online.
09/04/2018	8	Which version of Office 365 you are currently using e.g. E1, E2 or E3 etc.?	We have Office 365 E3 for Faculty
09/04/2018	9	What are your workflow requirements?	Please see functional requirements 21-23
09/04/2018	10	What is your document retention policy?	Our document retention policy varies depending on the document type e.g. committee minutes are held in perpetuity, financial documents for a minimum of 10 years, documents relating to exams scoring for two months after the closing date of exam. As our requirement for SharePoint Online is as a collaboration tool (rather than replacing shared drives) we are only planning to use basic features such as lists and alerts to manage retention rather than any more advance plug-ins.
09/04/2018	11	There is an item marked 'Branding', however there is no detail or guidance on the branding requirements in any of the documents. Please advise.	We would like to be able to add the College logo and brand colours. Suppliers shortlisted to the presentation stage will be provided with our brand guidelines.
09/04/2018	12	Some elements of Primary functionality cannot be met by SharePoint Online (such as an audit of who has downloaded a document for viewing only). However the guidance in Part A indicates suppliers who cannot meet Primary functionality may fail this requirement. Please advise.	We want to understand which of our primary requirements can not be met by SharePoint Online. As we are only looking at suppliers who deliver SharePoint Online we would anticipate the requirements that can not be met by SharePoint Online to be consistent across responses.

