



WDG Architecture, PLLC
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Request for Proposal: Microsoft SharePoint Implementation

1.0 About WDG Architecture

WDG Architecture provides architecture, master planning and interior design from our offices in Washington, DC and Dallas, TX. Our award-winning work can be found in major metropolitan areas around the United States as well as overseas. We have a staff of approximately 150 and have produced more than 500 major buildings, including commercial office, multifamily residential, higher education, institutional, hospitality, and mixed-use projects since our inception in 1938.

Our offices are designed as productive, interactive environments that promote creativity and collaboration. WDG professionals are also supported by the latest technological resources advancing our expertise in cutting-edge design, building information modeling and quality control.

2.0 Project Statement

WDG Architecture is in pursuit of a Microsoft SharePoint intranet solution that will serve as a centralized location for corporate-wide interdepartmental information sharing. The solution shall foster user interaction through various technological features that utilize the most popular communication tools found on the market today. The solution shall also reduce the redundancy of business/project documents, frequent email transfers, misallocation of network storage space as well as time spent in searching and identifying job related materials. Furthermore, the solution shall increase visibility of the organization's expert knowledge via portals designed to share corporate information with affiliated consultants.

WDG Architecture is seeking proposals from design consultants to implement the latest version of Microsoft SharePoint between March and August 2014.

2.1 Setup and Configuration of Microsoft SharePoint

The selected consultant is expected to develop a user interface for Microsoft SharePoint that meets the specifications referenced below. At this time, WDG Architecture has yet to decide which platform (i.e. on-premise or hosted) to build SharePoint upon. Therefore, the proposal should offer a design that can reside on either platform.

The project schedule shall incorporate the implementation and activation of each portal referenced within this request at their completion so that users can begin taking advantage of SharePoint's features and service as soon as possible.

The Proposal must respond to all requirements specified below as well as those identified in the appendix. Furthermore, the Proposal shall stipulate any other requirements that you find necessary in order to deliver a viable SharePoint solution to WDG Architecture.



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2.2 Specific Configuration Requirements

2.2.1 Knowledge Library – A centralized knowledge repository capable of supporting various media types (including videos) for industry related brochures, local building codes, product images, recorded seminars and so on. The repository shall be accessible by all authenticated users via the built-in search engine as well as other communications tools.

2.2.2 Collaboration - The capability for all staff members to create workspaces to share and collaborate on documents (with revision control), project calendar and contacts list. This feature may possibly be accomplished by incorporating Microsoft Office 365 co-authoring features into SharePoint.

2.2.3 Workflows – There will be repeated organizational processes performed by various corporate divisions. For example, these processes will include HR forms and applications, library materials check-in/out by staff, etc. Specified staff members will require the proper level of security access to create and monitor these workflows without the need of SharePoint design consultants.

2.2.4 Project Management – WDG presently utilizes Newforma Project Center as their project management technology solution. We would like to link this service to SharePoint via its Microsoft database or direct links to the third-party system itself. There will be a need for in-house staff to link SharePoint to other networked systems in the future without having the technical knowledge of a SharePoint programmer (i.e. Cosential “CRM” System and iSupport “Customer Service” System).

2.2.5 Non-email Communication - Instant Messages

2.3 Training

The proposal must reference training for a core group of WDG Architecture staff members for the ongoing maintenance of the intranet.

3.0 Details of Proposal Requirements

3.0.1 Hosting Services: Please let it be known if you offer hosting services for Microsoft SharePoint. If so, please provide details as to your hosting services as well as cost.

3.0.2 Requirements Matrix: To ease the evaluation process, please provide a matrix that reference each of the specified SharePoint requirements as shown above and the implementation process you will perform to satisfy the requirement. Please use the following format:



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Main Requirement	Sub-requirement	Does SharePoint meet this requirement out of the box?	Do you need to create custom modules or adopt existing third-party solution?

3.0.3 Support: Please state the level of support you will provide and the associated cost.

3.0.4 Training: Please state the level of training you will provide, the expected outcome, requirements and cost.

3.0.5 Past Experience: Please provide three (3) references (contact person, company, address email and telephone number) of projects within the past 24 months that involved the implementation of Microsoft SharePoint. Detail your approach and outcome for each project.

3.0.6 Professional Advice: We seek your professional advice and recommendations starting from proposal submittal through project completion that will assist us in achieving maximum benefits of Microsoft SharePoint and its associated products.

3.0.7 Project Schedule: Detailed schedule showing your work break down, activity sequence and key milestones.

3.0.8 Project Cost: An itemized project cost that reference each identified activity\milestone and their associated costs.

3.0.9 Method of Submission: All proposals are to be submitted via email to the attention of the IT Director at Intranet@wdgarch.com.

4.0 Note

Procurement of Microsoft SharePoint software and associated hardware will occur independently of this proposal. Therefore, no cost for such items is expected within the submitted proposal. However, any third-party software that you deem suitable for meeting the specified requirements shall be referenced in the project cost.

5.0 Key Dates

5.0.1 Proposal Questions: Questions pertaining to this request for proposal will be accepted until February 5, 2014. All questions are to be emailed to the attention of the IT Director at Intranet@wdgarch.com. No phone calls please.

5.0.2 Submission Deadline: All proposals must be submitted on or before February 7, 2014.



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6.0 Miscellaneous:

- Only consultants whose proposals are short listed will be contacted.
- This document should not be treated as a contract.



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APPENDIX 1

The following information provides more details of the requirements referenced in section 2.2 of this RFP. Recommendations from consultants on how best to address these requirements are welcome.

Intranet Structure

The SharePoint intranet will serve as a centralized location for all information sharing amongst the general staff. Therefore, it should consist of the following:

1. Homepage/Landing Page/Dashboard: The homepage should consist of the following elements with the ability to customize based on corporate needs:

- Horizontal tabs that reference the for main portals (i.e Home, Architecture, Interiors, IT, Executive) with vertical tabs referencing six categories (i.e. General Docs, Employees, News, Calendars, Projects, Tools and Links)
- WDG Architecture News/Highlights
- Social Media Feeds (Twitter, FaceBook, LinkedIn) and latest forum posts
- Staff Availability (i.e. who is on leave, travel, sick, etc.)
- Corporate Calendar
- User login window for remote access
- Technical Support reference/link that connects to corporate support ticketing system (iSupport)
- Latest from WDG discussion boards (all contributions should be traced back to contributors employee profile)
- Area for creating links to various network resources (i.e. shared network directories, websites, etc.) which may be linked to the “Tools & Links” category
- Local news coverage, weather, traffic, etc.

2. Department/Division Portals: The intranet should clearly identify departmental portals via horizontal tabulation on homepage. These tabs should be designated as “Home” for all administration information, Architecture, Interiors, Information Technology and Executive. Each portal should be geared to a specific department with emphasis on collaboration and resource sharing. Furthermore, these portals should contain the following standard elements:

- Easy access to key resources
- Project team members’ workspaces
- Seminars/Training Calendar
- “Library” that can be used for Revit training videos, design standards, CADD manual, codes and so on.
- Discussion boards that will be monitored by designated individuals. Also, information placed on discussion boards shall have a specified lifespan.



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3. Secure Portal for Consultants: The intranet shall consist of a secured portal accessible by WDG Architecture's consultants that shares internal corporate information that is suitable for these individuals, but not necessarily the general public.

Knowledge Library

Multimedia knowledge library with easy access, searching and sharing capabilities that include:

1. A centralized location for storing materials such as corporate policies, office stationery, network and IT instructions, etc. The library shall allow for the departmentalizing of this information to ease the searching process.
2. A standard set of tags managed by individuals authorized to oversee the knowledge library.
3. Multiple security levels to limit certain information to specific individuals/groups (i.e. Human Resources, Management, etc.). Microsoft Active Directory shall be the primary source for security management. Also, users should have the ability to set documents as read-only.
4. Ability to create and manage a library of various video and image file types.

Collaboration Features

A series of tools that will allow project team members to collaborate via shared calendars, emails, email directory, chat/instant messaging, discussion forums and news feeds.

1. Team Calendars – a feature that will allow the staff to share upcoming events, project milestones, etc.
2. Sign-in Tool - a feature that will allow team members to track the availability of other team members.
3. Chat Facility - the feature will be useful for short-term discussions (i.e. instant messaging).
4. Staff Announcements/bulletin board – a feature that allows for the sharing of professional and personal news.
5. Discussion Forum – this feature will enable long-term communication that address organizational, trade and project related matters. It should be available at the organizational, departmental and project levels.
6. Email Directory and Personal Profiles – for each staff member include contact details, areas of expertise and type of work performed at WDG Architecture.

Workflows

Enable a flow of organizational processes that include:

1. Completion and submissions of forms online
2. Approval of forms online
3. Prompts to relevant individuals for their approval online
4. Alerts to individuals as reminders when deadlines are approaching for completing online forms



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Project Management

Enable staff to collaborate on projects including:

1. Identify project milestones and track progress
2. Project task breakdown and ability to assign tasks to team members. This feature may be incorporated via “Newforma Project Center” services.
3. Post and monitor upcoming events
4. Track time spent on specific projects per team member