



Addendum #1

December 17, 2021

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Transforming MyJJC Portal to a Hybrid Cloud Architecture
JJC PROJECT NO.: R22003R

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. Since all Vendors came in above budget on the last proposal, could you please share what your expectations are on the second go around from a Budget Range perspective?
Joliet Junior College does not share budget information at this point in the process. The scope of work has been revised to better fit within the college's budget.
2. Is the college still requiring vendors to be a Microsoft Gold Partner? Is the college open to considering using a cloud based technology not hosted on Microsoft?
We require Gold level partnership. It is our desire to host MYJJC in M365, and the ability to integrate with Teams and SharePoint Online is a critical component of this project.
3. Would a company with a Silver Partner classification be considered or is Gold Mandatory?
See answer to question #2
4. Is training of end students also desired? If yes, roughly how many users would be in scope for training?
No
5. Is it a requirement that individual members of the project team possess citizenship or residency of any specific country?
Members must be authorized to work in the US and meet guidelines on administrative access as stated in the RFP per our security policies on administrative access.

6. Our firm was one of the bidders on the original RFP. Because that RFP was closed due to budgetary constraints, can JJC provide any information or ranges with regards to the budget that has been allocated for this project to help avoid disqualification?
Joliet Junior College does not share budget information at this point in the process. The scope of work has been revised to better fit within the college's budget.
7. The RFP references Ellucian elements being housed on a new on-premise page separated from the cloud environment. For this scope of work, is the vendor expected to support/develop this on-premise page or simply link to it in the cloud environment?
We are not asking the vendor to develop for the pages with Ellucian content, just to link to them – however in scope is assistance to architect and execute an authentication strategy to address access for users linking from cloud page after logon to on premise SharePoint pages in the Hybrid mode
8. With the use of the hybrid environment for the existing Ellucian components, is development of other pages outside of the landing pages in scope for this effort in the cloud solution? If yes, can the college provide more details?
Yes, part of the scope of work is developing a small portion of our pages in addition to the landing page for the cloud environment. The details of the exact pages are listed in the "SCOPE OF WORK FOR CONVERSION" portion of the RFP. In addition, please refer to the videos where links were referenced in the supplemental document provided to vendors that registered. In one of the video we demo the exact pages which are to be converted: [https://youtu.be/ fYC3CyyXP0](https://youtu.be/fYC3CyyXP0)
9. For "SharePoint Form" and "Custom Application" items listed in the supporting documentation, is it still in scope to re-develop those solutions in the cloud-based platform, or is it expected that those resources will simply be "linked to" and continue to reside in an on-premise environment?
A portion (see answer for the question above) of the portal website will be moved to the cloud, but most of the site will remain "as is" and linked from the new cloud pages. In scope for vendors is building that defined portion of pages for the cloud (including the initial landing page) and the authentication architecture for the new hybrid environment. Vendors will not be asked to develop pages for the on- premise portion of the website which will remain.
10. Is custom creative design desired to adhere to specific internal branding guidelines? If yes, can branding guidelines be shared?
The focus of this project is not primarily on branding. We would like to make sure the look and feel of the site is usable and accessible, and basic design items like color schemes and logos are consistent with our branding. The selected vendor will need to partner with us to help design a reasonable look and feel which works for the challenging interim hybrid mode where users will navigate between the cloud and on premise pages. The current design of pages can be seen in our demos - refer to the videos in the links which were referenced in the supplemental document. ([https://youtu.be/ fYC3CyyXP0](https://youtu.be/fYC3CyyXP0) and <https://www.youtube.com/watch?v=AKFTQ90Z3Hq>)

11. 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, outside of the high-level info provided in the supporting documentation?
Details on this are provided as best as we can in the supplemental document provided to vendors who registered for the RFP. Please review that document or ask if you have yet to receive it. For reference, it is a 19 -page pdf and a portion of this document is the inventory of pages and forms in MYJJC today.
12. Will there be consistent usage of the new portal by external users? (Users not licensed in the M365 Tenant)
No. The use of MYJJC is only for staff or students, and all users are licenses for M365.
13. How much data from a file size perspective exists on the current systems that is in scope for this initial hybrid effort to migrate to the cloud solution?
We are unsure how to exactly calculate that at this time. The overall size of servers and the database is listed in the supplemental document. It is a fair assumption that the portion to migrate is a percentage reasonably consistent with of the percentage of web pages in scope versus out of scope to migrate
14. How many separate pages/sites exist in the current environment that should be redeveloped/migrated to the cloud environment?
We feel the answers in question 8,9 above are as best as we can answer this question.
15. 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.)
Not quite sure what is meant by dedicated space, but JJC has roughly a couple dozen business units with defined access permissions separated in the portal.
16. How many unique templates is the college envisioning for the new portal?
Details on this are provided as best as we can in the supplemental document provided to vendors who registered from the RFP and in the RFP itself.
17. Does the college have an existing vendor that provides SharePoint/M365 support?
Yes, but they only augment JJC IT, which provides primary support and bulk of day-to-day maintenance and support.
18. Is integration with any other M365 Components desired? (IE: Project, Planner, OneNote, etc.)
We hope to continue to leverage more M365 components in the future but some of this is to be determined. Per the RFP, Outlook, Teams, SharePoint, and other MS form/workflow components are the key right now.
19. Can the college provide insight into current initiatives that would use this intranet as a central place for collaboration?
The bulk of our collaboration initiatives leverage MYJJC and Teams. (Similar to answer 18)

20. 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"?
- 5 for Outlook and Office, 4 for Teams, 2 for SharePoint Online/forms products**
21. Does the College currently use SharePoint online in other capacities and if so, what?
- We recently did build some pages (linked off of MYJJC) for a project. While functional, we hope to do and learn more, especially to go beyond static pages and do more forms and workflow.**
22. What other Office 365 workloads, if any, are in active use and how widely?
- None of note.**
23. Will all users and administrators be licensed at the O365 E3 level?
- Yes**
24. 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?
- Current PowerBI Pro licensing is targeted/limited to specific users (IR, limited IT), additional licenses can be acquired at a prorated expense. Other PowerApp components are licensed at the free tier through E3. No Premium connectors or licenses are currently utilized.**
25. 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.
- We defer to the vendors' recommendation on this.**
26. 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?
- Not sure as we are newer to SharePoint and intranet in a MS Cloud environment. In general, this was more specific to moving our environment and authentication to M365.**
27. 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.
- See answer to question 10.**
28. How effective has the current intranet been and how widely used it is? Is content being actively maintained and consumed?
- MYJJC is widely used by staff and students. That being said, portions on the site are out of date, and much of the use is to link to other pages. Some pages are used widely while other are not and out of date. Part of this initiative is to link closer to MS Teams. MYJJC has some legacy functionality which really has been replaced by Teams, and our**

adoption of Teams has grown greatly of late. We feel one improvement is to couple MS Teams and MYJJC together and navigate users to one place.

29. 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?
Some of the workload, the small amount needed for question 8,9 above will move to the Cloud
30. Is the College open to acquiring additional licenses/license levels if warranted?
Yes, but we asked - if this is a requirement - to make this clearly spelled out.
31. How many Office 365 tenants?
One. We have staff and students users with UPN of @jjc.edu and @stu.jjc.edu contained within the tenant.
32. In addition to Workday what other non-Office 365 systems would the new intranet be expected to integrate with and to what level?
Integration to other system is almost exclusively for this phase a matter of providing landing pages links to the URL of that system. AD.FS and M365 authentication is the primary architectural/interface concern.
33. 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?
A portion will be needed for areas defined in questions 8,9 above which will move to the Cloud. We can cleanup old and outdated documentation and list items and will also contact departments asking them for assistance on this.
34. 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?
The mapping and bulk of this will be provided by JJC
35. Does the College own or prefer any specific migration tools or would this be vendor recommendation?
We defer to the vendors' recommendations, but ask costs are estimated for licenses for any tool proposed.
36. 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?
A portion will be needed for areas defined in questions 8,9 above.
37. What workflow tools were used for the existing workflows? Does the College license Nintex or any other SharePoint-friendly workflow engine?
Workflow is primarily SharePoint and MS Forms. We do not license any workflow beyond what M365 may offer in this area

38. 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?
Yes, it is not widely done in our current environment.
39. Which Ellucian features are most heavily used in the current intranet`
If what is being asked is specific to the the Ellucian portal features being used, the product provides SharePoint template and tools to populate user constituency (staff or student) and other data in the SharePoint user Access Database from the ERP.
- The Ellucian self-service features beyond that today in MYJC are applets used for student transactions to the ERP and legacy access for staff ERP transactions. We will create a new on- premise page with the Ellucian transaction running on- premise the system can link to and the vendor will not need to develop.***
40. 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.
41. 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.
42. Is it accurate to say that the Workday Student ERP is the functional cloud replacement for Ellucian?
Yes. Also Workday has already replaced Ellucian for our HR, Finance, Payroll, and Student Admission/Recruiting ERP components
43. 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?
No. The desire is to move what we can from MYJC to Workday and have even more options to do so, but with the need for a portal, there will be need for a Cloud- based intranet to augment the ERP
44. 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.
45. 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.

46. 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 the College can provide outside of this RFP scope.
47. 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 bidders for estimated hours.
48. 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?
Somewhat, training of internal IT and stakeholder staff to transition support will be to somewhat SharePoint literate staff. We have been using Outlook, Team and legacy on premise SharePoint extensively, but are in our infancy learning SharePoint Online.
49. If training can be provided, can it be in train-the-trainer mode?
Yes. We will defer to the recommendations of the bidder but would be open to this model.
50. Are there any restrictions on the use of Offshore resources?
Yes, for staff who will need administrative access as stated in the RFP per our security policies.
51. Is there any required on-site presence or can the entire engagement be performed remotely? If any onsite, please specify with nature and hours.
Yes, as stated in the RFP per our security policies on administrative access.
52. What specific compliance and retention policies apply to information in the intranet?
Not a major portion of the scope, given we are only moving a portion of MYJC, but details can be provided upon the bid being awarded. Document retention beyond the age of the current documents is required.
53. 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, document retention beyond the age of the current documents is required.
54. 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 as personal data.

55. Referring to the following, please share the technical specification and definition documents for us to review for the required solution development. "Details on the main landing page, testing, budget, and Student Advising pages as well as other similar forms for reference are detailed further in the technical specification and definition documents which will be securely provided to vendors subsequently to bidders which register for this RFP."
See answers to question 8,9, and 10 and work with the procurement contact of the RFP to ensure you have the supplemental pdf document.
56. We would like to request 2 weeks of extension for proposal submission considering the nature and size of the project as it would help us in forming better understanding on the requirement and present solution with low total cost of ownership.
We will not be issuing an extension at this time.
57. Referring to BEP, we would like to know if the national certificate for MWBE is valid and acceptable.
Illinois certifications are preferred due to state reporting restrictions. Please include all applicable certifications to be evaluated.
58. Please confirm, meeting the BEP 30% goal is not a mandatory qualification to meet to qualify for the proposal submission/Award.
The BEP goal of 30% is not mandatory for proposal submission/award. Please keep in mind that the BEP category accounts for 20% of the weighted scoring system utilized to evaluate each proposal.
59. Referring to page #8, section d), "Indicate any third-party firms involved with your program and state their role(s)." Please clarify what does this means? Does this relate to sub-contractor participation?
Yes.
60. Referring to the higher education requirement, we have extensive experience in SharePoint online migration and implementation for both education and enterprise customer. We would like to request to consider submitting a minimum of one higher education or a minimum of 2 education domain references.
Not 100% sure what is meant by education domain references? We recommend to error on the side of providing as many references you feel best meets the criteria and would consider what is meant by an education domain broadly
61. Referring to Page #9, Bidder's Certification Statement, please clarify what is expected here in terms of certification statement, and which certification.
To satisfy this requirement, page 20 of the RFP document must be completed and included within your proposal.
62. Can the vendor utilize a combination of onshore and offshore resources for the development work along with the Project team in the united states?
All offshore work must be done per what is stated in the RFP per our security policies on administrative access.

63. Please clarify the expected warranty period and ongoing maintenance post-implementation of the solution.
This has not been defined and we ask all vendors propose a recommended warranty period and give a detailed costs breakdown of post implementation support.
64. Referring to "CERTIFICATION OF CONTRACT/BIDDER", do we need to submit this as a separate form on the online portal or will be part of the proposal itself. Please confirm.
Please submit as part of the proposal itself.
65. Is there any list of service types for which the vendor should specific provide the rate card?
At a minimum, the rate card for resources anticipated to be leveraged for this project but additional resource types for anticipated future work is also encouraged.
66. Is bidder allowed to take exception from the terms and condition to highlight in their response to discuss during the negotiation?
Exceptions to the terms and conditions can be discussed with the selected vendor. The college cannot guarantee any/all exceptions will be accepted.
67. Can MYJJC, share the budget allocated for this project or a range?
Joliet Junior College does not share budget information at this point in the process. The scope of work has been revised to better fit within the college's budget.
68. What is the expected start date and go live date for the required migration and implementation. Please suggest.
We are flexible but anticipate the work to start in spring of 2022. We defer to the vendor on calculating a reasonable "go live" time per their recommendation of what level of effort and time is required for the proposed scope.

End of Addendum #1



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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