



RFI 01/22

REQUEST FOR INFORMATION FOR SHAREPOINT UPGRADE

CLOSING DATE: 25 April 2022 at 11:00 am

Issued by:

Ithala Development Finance Corporation Limited
29 Canal Quay Road (for GPS 29 Signal Road),
Point Waterfront
Durban

Procurement Enquires:

Supply Chain Management Unit
Email: tenders@ithala.co.za

For any complaints regarding our supply chain management abuses please contact Larissa Warren at 031 907 8610 or email Complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0048 23

REQUEST FOR INFORMATION FOR SHAREPOINT UPGRADE

Through this RFI Ithala Development Finance Corporation (Ithala) aims to secure the SharePoint 2013 Upgrade, Migration, Redesign, and Development, to realise the following objectives:

- Upgrading from SharePoint Server 2013 to SharePoint Server 2019 Hybrid Deployment; Online
- Migrating, Redesign and Development.
- Content restructuring and classification; and
- Redesign and development of - Ithala's Intranet portal and team sites.

The requirements outlined in these terms of reference, are a response to a rising need for information sharing, staff communication and integration with other systems to improve collaboration.

BACKGROUND

The current portal is at software version Microsoft SharePoint Sever 2013.

Ithala also own Microsoft Office 365 E3 licenses.

SCOPE OF SERVICES

The scope of work must include:

- Client workshop session and solution planning
- Project charter and documentation
- Setup and configuration of SharePoint Server and service applications to enable SharePoint Online
- Re-design the Ithala's portal to accommodate Ithala's requirements.
- Improve portal interactivity by integrating with other systems for report automation and ad-hoc reporting
- Upgrade and migrate content to SharePoint Online
- Implement Ithala's file plan and classification system

- Design and develop content types and content type hub as metadata repository
- Design and develop up to twelve (12) Teams site templates
- Skill transfer
- Produce a graphic layout for all pages of the Ithala website in terms of design, content, usability, and security.

RESPONSE

The response from service providers to include the following information:

I. Company Profile

A detailed company profile focusing on areas of expertise specified in the request.

II. Gaps, Clarity, and Missing Information

Responders are requested to indicate based on their expertise and best practices whether the indicated requirements are clear and complete:

- Indicate any gaps identified,
- Indicate where clarity is required, and
- Indicate missing or critical information to be shared with potential service providers.

III. Reference Sites

The bidder to supply at least three (3) reference sites where the company successfully implemented SharePoint upgrades.

IV. Proposed Solution

The potential bidders to detail the proposed solution and its capabilities against indicated functionality and include cost breakdown.

V. Proposed Project Delivery Methodology

The responder to include the proposed integration and implementation methodology, showing dependencies, milestones, and implications.

REQUEST AND FORMAT FOR SUBMISSION OF INFORMATION

In responding to the RFI, potential suppliers are requested to include the following information on the cover page:

To	Ithala Development Finance Corporation (IDFC)	Date	25 April 2022 at 11:00 am
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Attention	Supply Chain Management
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RFI no	RFI 01/22
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Tel no	0319078911	E-mail address	tenders@ithala.co.za
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From	<i>Insert the registered full legal name of the company</i>	Address	<i>Insert registered address of the company</i>
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Address	<i>Insert the physical address of the company</i>
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Sender	<i>Insert the full name of the sender at the company</i>
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Description of the good & services	REQUEST FOR INFORMATION FOR SHAREPOINT UPGRADE
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No of copies for submission and mode of submission	1 x original RFI to be submitted at tenders@ithala.co.za
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