



ADDENDUM TO RFP for
SharePoint Development

Questions & Answers received up to end date:

Requirement 1:

Statement: The proposed solution must track agreements/contracts between NG and third parties both in the drafting stage and in the implantation phase.

Question: What kind of documents are they, Word/PDF?

Answer: Could be either or both, could also sometimes include spreadsheet files.

Statement: Documents are sent to Finance and Legal departments for review.

Question: What is expected out of the review, updates in the documents or updates in the metadata?

Answer: Mostly updates in the documents. These would be the review and revision of contractual terms written in the documents. Metadata column will need to updated, to reflect the status of the review.

Statement: to track any changes required.

Question: Should this be recorded in the metadata?

Answer: Yes, as above column regarding status of the review, could potentially be more columns.

Question: *Is this one workflow or will there be need of similar workflows for different departments or collaboration teams. Is the scope to do one complex workflow with the above details?*

Answer: Could be more than 1 workflow from the Legal and Finance perspective but depending on the particular document being reviewed there might be different additional persons involved. For example, a review of a HR department agreement may require input from a contact in HR while a review of an agreement for Lands department might need input from a person from Lands division.

Requirement 2:

Statement: *NG has a site that contains our legislation (with metadata); NG requires the creation of multiple pages to...*

Question: *How many pages are needed?*

Answer: At least 5, but could be upwards to 10; One for each type of law that is registered in the Registry of laws:

- Annual laws
- Consolidated laws
- Annual Subordinate legislation
- Consolidated Subordinate Legislation
- Consolidated Community Bylaws

Statement: *Assist users to find legislation based on type of law.*

Question: *Is this a search factor with filters or please explain the vision in detail.*

Answer: Laws should be searchable by title, citation and year within each of the categories listed in the above answer.

Requirement 3: *A NG department receives emails, and would like to sort and store the emails within SharePoint. They also need to track information from the correspondence on a larger timeline.*

Statement: *This will enable all "members" of the group to see the correspondence.*

Question: *Can we go with an assumption of a sequential workflow associated to a webpart?*

Answer: Yes