

Superior Court of California, County of Sonoma

Request for Quote # 2026-0313-01  
SharePoint Hub & Subsite Project  
Addendum 1

Addendum Date: March 19, 2026

Re: RFQ Questions and Answers

This Addendum is provided to all prospective bidders in the SharePoint RFQ.

Question 1

**Existing Intranet Platform**

Can the Court confirm whether the current on-premises intranet is hosted on SharePoint? If so, which version of SharePoint is currently in use?

Answer 1

The Current on prem intranet is not on SharePoint.

Question 2

**Existing SharePoint Project Sites Review**

The RFQ references a review of two existing SharePoint project sites. Can the Court confirm that these sites are already hosted within the Court's Microsoft 365 tenant?

Answer 2

Yes, the two existing project sites are hosted within the 365 tenant.

Question 3

**On-Premises Site Structure**

For the existing intranet used primarily by Human Resources and Fiscal, how many on-premises SharePoint site collections (if applicable) are currently in use and expected to be migrated?

Answer 3

Not applicable - see Answer 1 to Question 1.

Question 4

**Customizations and Add-Ons**

Are there any custom intranet add-ons, branding solutions, or third-party components currently deployed in the on-prem SharePoint environment?

Answer 4

None.

## Question 5

### **Power Automate Workflow Inventory**

Regarding the approximately fifty (50) Power Automate workflows:

- 5.1) Are these workflows currently operational in the production environment?
- 5.2) Can the Court provide an estimate of workflow complexity (e.g., number of actions per workflow)? The Court uses the Microsoft Forms and power automate for various scenarios, some examples are allowing the request for an Interpreter, requesting for the paper copy of a case record, language access compliant form, some of these are also used internally within the organization.
  - **1–10 workflows:** fewer than 25 actions (basic)
  - **11–40 workflows:** 30–60 actions (medium)
  - **41–50 workflows:** 61–100+ actions (complex)
- 5.3) Does the Court anticipate reassessing or redesigning the associated forms, if applicable?
- 5.4) Do any of the workflows integrate with external systems or platforms?

#### Answer 5

- 5.1) Yes.
- 5.2) None of them are complex and I would categorize all of them as Basic.
- 5.3) Yes, if the selected vendor can show best practice recommendations.
- 5.4) No.

## Question 6

### **Microsoft 365 Licensing**

What M365 licensing model is currently in use at the Court?

#### Answer 6

We have the standard licensing model.

## Question 7

### **Workflow Documentation**

Is there existing documentation—such as business requirements, process maps, or functional specifications—for the workflows that require consolidation or modernization?

#### Answer 7

None, but we can work with the selected vendor to interview the stakeholders and plan.

## Question 8

### **Data sources**

In addition to the legacy intranet server and two existing SharePoint Online project sites, are there any other systems or repositories (e.g., file shares, case management systems, shared drives) that contain content in scope for this engagement?

#### Answer 8

None.

## Question 9

### **Source usage status**

Can the Court confirm whether the legacy intranet server and existing SharePoint project sites are actively used, mostly inactive, or archived?

#### Answer 9

Both the intranet and the SharePoint Project sites are actively used.

Question 10

**Data volumes**

Can the Court provide approximate data volumes (GB/TB) and estimated file or record counts for the legacy intranet and existing SharePoint sites?

[Answer 10](#)

We are unable to provide them at this point, but these are mainly document repositories.

Question 11

**Content disposition**

Are there any predefined rules, policies, or criteria that should guide decisions on whether content is migrated, archived, redesigned, or excluded?

[Answer 11](#)

None at this point.

Question 12

**Records and retention**

Does any of the content qualify as official court records, and are there retention schedules or legal hold requirements that must be applied during migration?

[Answer 12](#)

None.

Question 13

**Version history**

Should full document version history be retained for all migrated content, or only for specific libraries or content types?

[Answer 13](#)

Only for specific libraries or content types.

Question 14

**Access model**

Should existing permissions be retained as-is during migration, or is this an opportunity to simplify and redesign access controls?

[Answer 14](#)

Yes, we are open to simplifying and redesigning access control.

Question 15

**Sensitive content**

Are there specific categories of sensitive or restricted information that require special handling or additional controls in SharePoint Online?

[Answer 15](#)

None.

Question 16

**Deployment constraints**

Are there court schedules, blackout periods, or operational constraints that should be considered when planning migration and deployment activities?

Answer 16

Yes, the court is in the process of migrating our internal case records to a new case management system, IT staff availability might be limited during the months of August and September of 2026 for the anticipated go live, however we will work with the selected vendor on the timelines.

Question 17

**Delivery resources**

Are there any requirements or preferences for delivery resources to be U.S.-based or onshore for this engagement?

Answer 17

Yes - since we are a state entity, we prefer US based resources.

Question 18

**Microsoft security controls**

Are there specific Microsoft 365 security controls (e.g., Conditional Access, MFA, sensitivity labels, DLP, Purview retention) that the Court requires to be implemented as part of this project?

Answer 18

Yes. The Court requires industry-standard Microsoft 365 security controls to be implemented as part of this SharePoint project. At minimum - site level permissions configured; versioning, auditing and access logging enabled for all document libraries, monitoring regular access reviews and permissions and any other best practice as recommended by the selected vendor.

Question 19

**Tenant classification**

Can the Court confirm whether the SharePoint Online environment is a Commercial tenant, GCC, or GCC High tenant?

Answer 19

GCC

Question 20

**Access and sensitivity**

Are there flows that support time sensitive or high impact processes (for example approvals, case processing, or integrations) that require higher reliability?

Answer 20

The flows are mostly requests from the public for case records or in some case internally used by staff.

End of Addendum 1