

What version of SharePoint does EPPF currently use? – **SharePoint Online**

What degree of Integration is required? push documents into SharePoint or retrieve them only? – **Document upload and retrieval.**

Do we need to provide Hosting Solution and cost? – **Yes, If the proposed solution is not a SaaS solution.**

Could we please have more clarity of what the ECM solution will be used for and the targeted process? – **Refer to RFP functional ability.**

What are the document types and content formats that need to be managed?- unstructured & structured content. Content formats such as documents, media, newsletters, articles etc.

Are there any physical documents that need to be scanned, processed, and managed? – **Not for this minimum viable product.**

Would EPPF be open to a Cloud Hosted solution in South Africa? – **Yes, that's our strategy & focus.**

Are we allowed to propose Software License 2 options, namely Outright Purchase and Subscription? – **Subscription because we are looking at SaaS solutions.**

Can QSE's submit a letter and bank statement in the event that the Financials have not been audited due to shorter trading period and revenue generated to date? **Yes a formal letter is required**

Is there an existing file plan or classification schedules in place?

Are there defined record types with defined record rules? i.e. a retention schedule – **To some extend.**

How many pages (not documents) will be captured and processed per day? – **Not certain, but to be confirmed during the analysis phase for successful bidder.**

Number of users required / will use User Interface tool access – **Refer to pricing fee/schedule table in the RFP document.**

Do you need high availability, Disaster Recovery - **Yes**

How many total hours should import/scanning and background processing of batches take place? – **To be confirmed during the analysis phase for successful bidder.**

Percent, if any, of the total pages that will be captured using the Mobile App – **N/A**

Percent of pages that will be processed by OCR engines? - **To be confirmed during the analysis phase for successful bidder.**

Could we get an indication of the size of the data to migrate – **5TB**

Indication of the number of documents to scan : size and document type. **To be confirmed during the analysis phase for successful bidder.**

Any support services such as scanning on-site - **To be confirmed during the analysis phase for successful bidder.**