

Category	Question
Business Objectives	
	What are the top three business outcomes the WJB expects from the new Intranet Portal?
	Which current pain points are most critical to resolve immediately?
	How will success be measured one year after implementation?
	Are there executive-level KPIs defined for this initiative?
	Which business processes are expected to improve through the portal?
Current Environment	
	What is the current Microsoft 365 licensing (E3, E5, GCC, GCC High, etc.)?
	Which Microsoft services are currently deployed (SharePoint Online, Teams, Power Platform, Viva, Exchange Online)?
	Is the current environment cloud-only, hybrid, or on-premises?
	Are there existing intranet sites or portals that will be replaced?
	Approximately how much content needs to be migrated?
Users & Organization	
	How many total users will access the portal?
	How many departments, courts, committees, and divisions require dedicated workspaces?
	Will external users require access? If yes, who are they?
	What is the expected annual user growth?
	Are contractors or temporary staff expected to use the system?
Information Architecture	
	Has an enterprise information architecture already been designed?

	Will the WJB provide taxonomy, metadata, and content classification?
	Who will own content governance after implementation?
	Are there document retention policies already established?
	Are there naming standards that should be followed?
Document Management	
	How many existing documents will be migrated?
	What document types are most frequently used?
	Are there records management or legal hold requirements?
	Are document approval workflows currently manual?
	What search capabilities are expected (metadata, OCR, AI search, full-text)?
Power Platform	
	Does the WJB currently have Microsoft Power Platform licenses (Power Apps, Power Automate, Power BI, Power Pages, Microsoft Copilot Studio)? Please specify the available license types.
	If additional Power Platform licenses or premium connectors are required, is the WJB willing to procure them as part of the project?
	Are there existing business processes that you expect to digitize using Power Apps? If yes, please provide examples.
	Do you anticipate the need for custom forms or applications beyond standard SharePoint forms?
	Will Power Apps be used only by internal users, or will external users also require access?
	Is Dataverse currently available in your tenant, or should SharePoint be considered the primary data source?

	Which business processes would you like to automate as part of this implementation (e.g., approvals, notifications, document publishing, onboarding, etc.)?
	Are there existing Power Automate flows that should be integrated, migrated, or enhanced?
	Are premium connectors acceptable if required, or should the solution use only standard connectors?
	Are unattended or attended RPA (Robotic Process Automation) capabilities required?
	Is there a future requirement to provide secure external access through Microsoft Power Pages for partners, committees, or other authorized users?
Communication & Collaboration	
	What types of announcements should be targeted by audience?
	Should users be able to subscribe to specific news categories?
	Are push notifications required for urgent communications?
	Should Teams and Outlook notifications be integrated?
	Is multilingual support required?
Security & Compliance	
	Which compliance standards are mandatory (CJIS, NIST, FedRAMP, SOC 2, HIPAA, etc.)?
	Are there data residency requirements?
	Will Microsoft Purview be used for data governance?
	Are sensitivity labels and retention labels already implemented?
	What encryption standards are required?
	Are audit logs required to be retained for a specific period?
Identity & Access Management	
	Will Microsoft Entra ID be the primary identity provider?
	Is Active Directory synchronized with Entra ID?
	Will role assignments come from HR systems?

	Is automatic provisioning/deprovisioning required?
	How frequently do organizational roles change?
Artificial Intelligence	
	Which AI capabilities are approved for use?
	Is Microsoft Copilot already licensed?
	Are there restrictions on generative AI?
	Should AI summarize documents?
	Should AI generate content recommendations?
	Are AI-generated responses allowed to use confidential content?
Integrations	
	Which enterprise applications must integrate with the portal?
	Are APIs available for all required systems?
	Which systems are considered mandatory versus optional integrations?
	Are there existing Power Automate workflows to reuse?
	Are third-party integrations permitted?
Search Requirements	
	Should search include documents, people, calendars, and Teams content?
	Is semantic search expected?
	Should search respect security trimming?
	Should search include archived content?
Reporting & Analytics	
	Which KPIs are required on dashboards?
	Will Power BI be used for reporting?
	What adoption metrics are expected?
	Is executive reporting required?

	Does the WJB currently have the required Power BI licenses to support reporting and dashboard capabilities? If not, is the WJB willing to procure the necessary Power BI licenses as recommended by the implementation partner?
	Please provide the estimated number of Power BI reports and dashboards required as part of the solution. For estimation purposes, kindly categorize each report based on its complexity (Simple, Medium, or Complex) and identify any reports requiring advanced features such as drill-through, row-level security, custom visuals, real-time data, or AI-driven insights.
Accessibility	
	Beyond WCAG 2.1 AA, are additional accessibility standards required?
	Are accessibility audits required before go-live?
	Should accessibility be validated by a third party?
Mobile Experience	
	Is a responsive web portal sufficient, or is a mobile app expected?
	Should offline access be supported?
	Which mobile devices must be supported?
Migration Strategy	
	Who is responsible for content cleansing before migration?
	Are duplicate documents expected to be removed?
	Will metadata need transformation during migration?
	Is phased migration preferred?
	Does the WJB currently own any migration tools for content migration? If yes, please specify the tool(s). If not, is the WJB willing to procure a third-party migration solution, such as ShareGate, if recommended by the implementation partner to ensure an efficient and reliable migration?
Implementation Approach	

	Does the WJB prefer Agile, Waterfall, or Hybrid implementation?
	Is there a target go-live date?
	Are there blackout periods when deployments cannot occur?
	What internal resources will be assigned to the project?
Change Management	
	Is formal organizational change management expected?
	Are super users already identified?
	What level of end-user training is required?
	Is a train-the-trainer model preferred?
Support & Operations	
	Who will administer the portal after go-live?
	Is managed support expected from the vendor?
	What SLA response and resolution times are required?
	Are 24×7 support services required?
Licensing & Budget	
	Is there an approved project budget?
	Is Microsoft licensing already available?
	Should proposals include licensing optimization recommendations?
	Is subscription pricing preferred over perpetual licensing?
Evaluation Criteria	
	What are the weighted evaluation criteria for future RFP responses?

	Which factors are most important: functionality, cost, security, user experience, implementation timeline, or vendor experience?
	Will demonstrations or proof of concepts be part of the evaluation?
	How much weight will previous judicial or government experience carry?
Risks & Constraints	
	What are the biggest risks identified by the WJB?
	Are there legislative or procurement deadlines affecting the project?
	Are there technical constraints that vendors should consider?
	Are there assumptions in the RFI that vendors should validate?
Future Roadmap	
	Is the intranet expected to evolve into a digital workplace platform?
	Are employee self-service features planned?
	Will future phases include Power Apps, Power Automate, Power BI, Microsoft Viva, or Copilot?
	Are there plans to integrate additional judicial applications over time?

WJB Answers
Please refer to the Background and Objectives sections of the RFI.
Please refer to the Background section of the RFI.
At this stage, the Branch has not identified success measurements.
There are none identified at this time.
Please refer to the Functional Requirements section of the RFI.
G5 (GCC).
Outlook, Teams, Onedrive, Office suite and very very limited sharepoint.
Cloud.
Please refer to the Current Environment section of the RFI.
Currently, the Branch does not have an intranet site. As a result, it is unlikely migration will be required.
Estimated 340 users, if the Branch were to extend its reach to external parties such as district court clerks, we might anticipate an additional 100 to 150 users.
At this stage, the Branch anticipates 10 to 20 dedicated workspaces may be required.
Please refer to the User Groups and Functional Requirements sections of the RFI.
Unknown at this time.
No.
No.

The Branch will provide the information and data required to appropriately configure and implement a system as required by the contract between the Branch and the vendor, if the Branch decides to move forward with an RFP and contracting process.

Governance responsibilities will be established during implementation. Vendors should describe governance models and best practices.

No.

No.

See line 13 answer.

It is anticipated that the most frequently used document types will be in Word and pdf.

Not at this time.

Yes.

Vendors are encouraged to provide different options related to search capabilities. The Branch is interested in learning about varying functionality related to searching.

Please refer to the Functional Requirements section of the RFI. Vendors are encouraged to describe available search capabilities.

No Power Platform Licenses. Only PowerBI licenses under our G5 sku.

The Branch is open to considering additional procurement dependent upon functionality and cost.

Not currently.

No.

Availability of potential Power Apps will be limited to internal users.

No.

The WJB is interested in learning about different options related to automation capabilities and implementation approaches. Vendors are encouraged to identify common business processes that could benefit from automation.
No.
No.
No.
Please refer to the Communications requirements in the RFI.
No.
No.
No.
No.
SOC2, CJIS
Data must live in the US.
Possibly.
No.
45 Days.
Yes.
Yes.
No.

Yes.
Organizational roles can change periodically.
Enclosed AI systems are permissible.
Yes, for some users.
Not currently.
The Branch is not opposed to this functionality.
No.
No.
None.
N/A
N/A
No.
Yes, upon review and approval by the Branch.
The Branch would be open to this functionality.
Yes.
The Branch would be open to this functionality.
Yes.
None.
If possible.
None.
None.

See answers to lines 33 and 34.
Currently unknown.
Not currently.
Yes.
Yes.
A responsive web portal is sufficient, though the Vendor is encouraged to provide information related to a web portal.
The Branch is open to this functionality.
iPads, iPhones.
See answer to line 13.
N/A
N/A
N/A
N/A

The WJB does not require a specific implementation model. The Vendor is encouraged to provide information to any or all models that it believes to be most appropriate for the WJB.
Not currently.
Unknown at this time.
The resources assigned to the project will be identified following the RFP and contracting process if the WJB opts to move forward following the RFI process.
No.
Not yet identified.
The Vendor is encouraged to provide information to any or all training models that it believes to be appropriate.
The WJB is open to a train-the-trainer model.
The WJB is open to both an in-house administered portal and a model that contracts administration of the portal with a Vendor. The Vendor is encouraged to provide information related to both approaches.
Managed support is not expected, but the Vendor is encouraged to contemplated managed support in its reponse.
Unknown at this time.
No.
None at this time.
Yes.
The WJB is open to receiving licensing optimization recommendations.
The WJB does not require a specific pricing model. The Vendor is encouraged to provide information to any or all models that it believes to be most appropriate for the WJB.
Unknown at this time.

Unknown at this time.
Unknown at this time.
Unknown at this time.
None identified currently.
No.
The Wyoming Judicial Branch primarily operates within Microsoft 365 Government Community Cloud (GCC) and Azure Government .
None identified currently.
No.
The WJB is open to employee self-service features.
Unknown at this time.
Unknown at this time.