

Preliminary SOW & Project Plan

Client:	Effingham Board of Commissioners
Project Summary:	Migration to Microsoft 365 GCC Tenant
Requested Start Date:	30 days after signature
Requested Completion Date:	TBD
Justification:	

Effingham County is currently on an end of life deployment of Microsoft Exchange and would like to modernize the way they handle mail flow. Moving to the cloud will offer reduced management overhead and increase overall resilience and will provide a foundation for becoming a more cloud-ready organization.

Goal: (What does success look like for this project?):

Migrate the county to Microsoft 365 and deploy the Microsoft Office 365 productivity suite to employees in order to modernize the city's productivity platform providing staff with a stable, consistent experience across devices. This will provide the county with the ability to communicate and collaborate internally and externally with ease and surety in that fact that external parties will not find challenging. This initial move into Microsoft 365 will lay the foundation for becoming a more cloud-ready organization.

Service Scope and Hours Estimate	Hours	Rate/Hr.	Ext. Cost
Pre-Execution Tasks <ul style="list-style-type: none"> - Register domain with DotGov - Provision Microsoft 365 Tenant - Provision, configure, update one Windows Server (2019 or 2022) - Physically install server if required - Configure Azure Active Directory Synchronization with Microsoft 365 	48	\$ 195	\$ 9,360
Microsoft Office 365 Migration Tasks <ul style="list-style-type: none"> - Configure Vanity domain in Microsoft 365 domain - Update DNS with Microsoft TXT Records for domain validation - Validate DNS Updates - Create appropriate connectors to facilitate mail flow - Migrate user data - Reconfigure local devices to use M365 as SMTP Relay (Scan to email, etc.) - Upgrade all users to Office 365 	120	195	23,400
Optional Phase - Implement Managed Email Security Suite <ul style="list-style-type: none"> - Provision and Configure Barracuda Spam Filtering - Review all mail flow related DNS Recurs (MX, SPF, DKIM, DMARC) - Configure DKIM Record for domain - Stage Updated MX Records - Configure updated SPF Record - Configure DMARC Policy for Monitoring - Configure Impersonation Protection and Incident Response - Configure Barracuda Message Archive - Configure Barracuda Cloud-To-Cloud Backup (Exchange, SharePoint, OneDrive & Teams) - Validate mail flow with InterDev IT Engineer - Add domain to Barracuda Message Archive - Perform one-time import of mailboxes into Message Archive 	32	195	6,240
User Training (Two half-day sessions)	16	195	3,120
Project Management	16	175	2,800
Total Hours	232		\$ 44,920
Hardware/Software Costs			
Physical server for Azure AD Sync (Estimate)	1	\$ 2,000	\$ 2,000
Microsoft Server 2019/2022 Standard SPLA Licensing (2 Cores) - <i>monthly</i>	2	6.00	12
Remote Monitoring and Management Agent (Includes system patching) - <i>monthly</i>	1	5.00	5
Cloud-Based backup for Server - <i>monthly</i>	1	25.00	25
Managed Endpoint Detection & Response - MDR (\$8 / agent) - <i>monthly</i>	1	8.00	8
Microsoft M365 G3 Licenses - <i>monthly</i>	100	36.00	3,600
Microsoft M365 G1 Licenses - <i>monthly</i>	100	9.70	970
Mailbox Migration Tool - <i>One Time</i>	200	15.00	3,000
Barracuda Total Email Protection (Optional Item) - <i>monthly</i>	200	10.50	2,100
TOTAL PROJECT COST:			\$ 49,920
Recurring Total (Monthly Licensing)			\$ 6,720

Prerequisites
An available Microsoft Server with Server 2016 or later installed for Azure Active Directory Sync Services
- InterDev can provide this, but will require hardware purchase and monthly licensing for Operating System, Backup & Security Software
Effingham County will provide access to public DNS Registrar
Effingham County will provide user lists
Effingham County will provide local and domain administrator accounts for servers, workstations, active directory, and DNS
Effingham County will provide or facilitate appropriate level of access to existing Email server as required
Effingham County will provide or facilitate appropriate level of access to existing network equipment as required

Assumptions / Understandings
Due to the circumstances surrounding this migration, there are many unknowns. The InterDev team will make their best effort to reduce the total number of variables to facilitate as smooth a transition as possible. There may be items that could be discovered that may require additional expenditures by the city in order for the migration to proceed. InterDev's Project Manager will ensure that the city stays informed of progress and will arrange any necessary follow-up consultation meetings to ensure we keep the effort moving forward until completed.
The user training sessions in this Scope of Work are not intended to be a comprehensive training on all of Microsoft 365 and Office 365 Applications. InterDev's intent is to provide an overview of the Office 365 Applications to include Teams and SharePoint as a starting point for the organization.
Follow up consultations and projects may be proposed to help the city take further advantage of the entirety of the Microsoft 365 platform, but moving email and office productivity to the cloud is a crucial first step in becoming more cloud-centric as an organization.
The work stated in this SOW encompasses the entirety of the work to be completed. Any tasks that are requested that are not expressly stated in this SOW will be considered out of scope. Unless an additional agreement is put into place the additional time will be billed at the rate specified in this SOW.
Recurring software licenses are optional in the case the County decides to procure directly

Deliverables (Write-ups, quotes, network diagram, etc.)
Microsoft 365 Government Cloud Tenant and licensing
One server for Azure Active Directory Sync with patching, backup and endpoint security
Microsoft Office 365 Installed for all users
Mailbox Migration
All mailboxes and mail environment protected by Barracuda Total Email Protection Platform
All items from new mailboxes imported into Message Archive

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