

- Recurring Services

Thumbnail	Product Description	Comment	Recurring Option	Recurring	Qty	Ext. Recurring
	Office 365 Exchange Online (Plan 1)		Monthly	\$4.00	14	\$56.00
	ProofPoint Essentials Beginner		Monthly	\$1.50	14	\$21.00
Cloud Backup - Datto SaaS Protection - M365						
	SaaS Backup - Infinite Cloud Retention		Monthly	\$3.00	14	\$42.00
VC3 CLOUD PROTECT - M365 SaaS MONITORING						
	Cloud Protect - Per User		Monthly	\$2.00	14	\$28.00
Standard MFA M365 w/ Microsoft Authenticator Requirements & Recommendations: - M365 subscription - Local Microsoft Office must be version 2016 or newer - Email on phone must use the Outlook App not a built-in email app NOTE: VC3 will provide end user setup guides. To avoid any interruptions in email service, end user must complete complete necessary steps as instructed during roll-out.						
	Microsoft Entra ID P1		Monthly	\$6.00	14	\$84.00
MFA Cell Phone App It is recommended that all cell phones used as second factor should be "newer" with vendor/manufacture supported operating system. ***Assisting these end users is billed time & materials.***						

Subtotal: **\$231.00**

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Professional Services

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Microsoft 365 - Portal Configuration, Migration Prep, and Project Management		\$4,244.00	1	\$4,244.00
Scope of Work IN-SCOPE SERVICES Project Management VC3 will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning. These activities will include: • Project kickoff meeting to define project resources and timeline • Documentation of scheduled project activities • Weekly Project Status meetings and documented updates as needed					

Professional Services

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	<ul style="list-style-type: none"> • Coordination of VC3 and VC3 schedules to ensure successful implementation • Project closure documentation to formalize end of project <p>Initiation & Planning Phase</p> <p>General: Planning, Communication & Coordination</p> <ul style="list-style-type: none"> • Planning, Communication & Coordination • Planning, Communication & Coordination (after hours) <p>Execution, Monitoring & Controlling Phase</p> <p>New M365 Tenant</p> <ul style="list-style-type: none"> • Provision Office 365 Tenant (GCC) • Import/Setup All Users In O365 • Procure O365 Licenses • DOMAIN - Change MX record to point to M365 (After Hours) <p>AAD Sync Setup</p> <ul style="list-style-type: none"> • Use IDFix to identify errors with formatting and duplicates within AD structure • Verify Infrastructure Meets AAD Connect Standards • Download, Install and Configure AAD Sync • Perform Initial Sync (After Hours) • Verify Successful Sync <p>Email Migration</p> <ul style="list-style-type: none"> • Review E-mail Migration List From PM/Client • Configure Migration (PST Import or IMAP Sync 0.5 hour per mailbox) • Monitor the Migration Status of Mailbox Data to Hosted Exchange (0.5 hour per mailbox) • MFA Support (0.5 hours per user) • Review Scan To Email Settings • Cutover Printers To New Scan To Email Settings <p>Provision/Setup M365 Email Standards</p> <ul style="list-style-type: none"> • Configure standard security restrictions for external domains • Add External sender warning • Enable Auditing <p>Provision/Setup M365 Entra ID Standards</p> <ul style="list-style-type: none"> • Create Breakglass Account • Setup/Confirm Auditing is enabled • Setup Self password Reset • Limit GA roles and cloud only • Consent for Apps • Limit Guest invites to Guest users <p>Entra ID - P1</p> <ul style="list-style-type: none"> • CA MFA • CA Geo Blocking • CA Block Legacy Auth • CA Privileged User Session limit • CA Azure Management Required • MFA for enrolling Devices 				

Professional Services

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	<ul style="list-style-type: none">• Setup AD Connect with Password Write back• Set Domain for M365 notifications				

Subtotal: **\$4,244.00**

Ticket #2155498 - 2024.04 - PFF - E-mail Migration PD

Prepared by:

VC3

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Prepared for:

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Quote Information:

Quote #: HP001899

Version: 1
Delivery Date: 08/29/2024
Expiration Date: 09/09/2024

Quote Summary

Description	Amount
- Recurring Services	\$231.00
Professional Services	\$4,244.00
Total:	
\$4,475.00	

Recurring Summary

Description	Amount
- Recurring Services	\$231.00
Total:	
\$231.00	

- Applicable taxes & Environmental Surcharges will be added.
- All product transfer of ownership and invoicing occurs upon VC3's receipt of the product.
- Pricing & Availability is subject to change without notice.
- Shipping and handling costs may not be included in this quote, as these costs are variable. Adjusted shipping and handling costs may be applied to the final invoice.
- VC3 makes NO WARRANTY either expressed or implied, regarding performance or suitability for any purpose of the above products. The customer assumes the responsibility for understanding the warranty, if any, of the manufacturer or VC3.
- If not included in agreement, travel will be billed separately.
- Returns:
 - No returns will be accepted unless first approved by VC3 Inc.
 - Approved returns are subject to a 20% restocking fee.
 - Approved return of in-stock items will be accepted within 10 business days of purchase, if merchandise if unopened and packaging is undamaged.
 - Open box items are not returnable
 - Approved defective returns must be shipped to VC3 within 10 business days of said approval



VC3

Village of Lake Orion, MI

Name: Hillary Pennell
Title: Client Solutions Specialist
Date: 08/29/2024

Name: Mark Amundson
Date: _____



Statement of Work

2024 - PFF - Michigan POP3 Migration to Exchange Online

Prepared for VC3

VC3

Strategic Advisor:

Design Architect: Ali Abed

SOW Generated on May 13, 2024, Version 2

Project Summary

CLIENT CONTACT INFORMATION

Client Name	VC3
Project Name	2024 - PFF - Michigan POP3 Migration to Exchange Online
Client Contact	Todd Stanfield
Client Contact Email	stanfieldt@lakeorionpolice.org

LOCATIONS IN SCOPE **Village of Lake Orion, MI**

EXECUTIVE SUMMARY

SOLUTION DESCRIPTION

VC3 RESPONSIBILITIES

- Plan and coordinate VC3 resources for the execution of project activities.
- Purchase and configure all required hardware/licensing.
- Provide post-deployment support to the client users as required.
- Work with the primary contact to identify test users and, if applicable, test cases prior/post deployment.
- Develop communication and/or guide and documentation material for end users as required.

CLIENT RESPONSIBILITIES

- Designate a business leader who will act as the primary contact for this project.
- Assist with scheduling and communicating project activities to staff.
- Coordinate with third party vendors.

OUT OF SCOPE

The Company is responsible to perform only the Services described in this Statement of Work Agreement. Any additional services discussed or implied that are not defined explicitly by this SOW will be considered out of scope. All services requested outside of this SOW as detailed above will require a "Change Order" before any services are performed. "Change Order" must be agreed upon by all parties and signed.

CHANGE REQUESTS

When a potential change of scope is identified, the VC3 project manager will review the potential scope change and determine if the request represents a change to the agreed-upon project scope. The Project Manager will review with the project team to estimate the cost of the change and its impact on the project schedule. If the request is identified as a change, VC3 will need to submit an official Change Request document.

CHANGE APPROVALS

The project manager will present an official Change Request document to the client project stakeholders. This official Change Request will outline the expanded scope, budget, and any anticipated impacts to scheduling. Once the official Change Request has been reviewed and approved by the client project stakeholders, the project manager will revise the Project Plan and work on the expanded project scope.

COMMUNICATION MANAGEMENT

Information concerning the project will be communicated to the various stakeholders and project participants in a variety of ways. To ensure the project proceeds on schedule, frequent communication will be necessary to understand the status of the tasks to be completed. The project manager will coordinate weekly status meetings with the client team if required for reviewing the project progress and keeping all activities on track.

Scope of Work

IN-SCOPE SERVICES

Project Management

VC3 will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning.

These activities will include:

- Project kickoff meeting to define project resources and timeline
- Documentation of scheduled project activities
- Weekly Project Status meetings and documented updates as needed
- Coordination of VC3 and VC3 schedules to ensure successful implementation
- Project closure documentation to formalize end of project

Initiation & Planning Phase

General: Planning, Communication & Coordination

- Planning, Communication & Coordination
- Planning, Communication & Coordination (after hours)

Execution, Monitoring & Controlling Phase

New M365 Tenant

- Provision Office 365 Tenant (GCC)
- Import/Setup All Users In O365
- Procure O365 Licenses
- DOMAIN - Change MX record to point to M365 (After Hours)

AAD Sync Setup

- Use IDFix to identify errors with formatting and duplicates within AD structure
- Verify Infrastructure Meets AAD Connect Standards
- Download, Install and Configure AAD Sync
- Perform Initial Sync (After Hours)
- Verify Successful Sync

Email Migration

- Review E-mail Migration List From PM/Client
- Configure Migration (PST Import or IMAP Sync | 0.5 hour per mailbox)
- Monitor the Migration Status of Mailbox Data to Hosted Exchange (0.5 hour per mailbox)
- MFA Support (0.5 hours per user)

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- Review Scan To Email Settings
 - Cutover Printers To New Scan To Email Settings

Provision/Setup M365 Email Standards

- Configure standard security restrictions for external domains
- Add External sender warning
- Enable Auditing

Provision/Setup M365 Entra ID Standards

- Create Breakglass Account
- Setup/Confirm Auditing is enabled
- Setup Self password Reset
- Limit GA roles and cloud only
- Consent for Apps
- Limit Guest invites to Guest users

Entra ID – P1

- CA MFA
- CA Geo Blocking
- CA Block Legacy Auth
- CA Privileged User Session limiy
- CA Azure Management Required
- MFA for enrolling Devices

Out of Scope

Specific examples from this project may be listed below.

- There are no specific Out of Scope for this project.

Key Assumptions

The key assumptions for this project are:

- There are no specific Key Assumptions for this project.

Key Risks

Key risks for this project are:

- There are no specific Key Risks for this project.

Deliverables

The Company will have completed its responsibilities to this Statement of Work when the following deliverables are complete:

- There are no specific Deliverables for this project.

TASK DURATION ESTIMATES

Task Descriptions	Duration
Project Charter Approved (example)	1 Week
Hardware Procurement (example)	3 Weeks
Planning and Data Review (example)	1 Week
Server Build and Data Migration (example)	3 Weeks
User Testing (example)	1 Week
Cutover and Post Support (example)	1 Week
Total Estimated Duration	4-6 Weeks

Target Cutover Timeline: June 2024 (example)

*Actual project execution dates will be confirmed during the project kick off and subsequent meetings

*There could be multiple outages. Outage schedule and impact will be determined during project planning.