MOMs Storage Solution and Vendor Facilitation v.2

This project ensures the continued support of MOMs software through mid-2026. As the City of Orland (City Hall) transitions to a cloud-based IT infrastructure, there remains a need to host MOMs software. This initiative details the process of migrating MOMs software from its current on-premises server to a cloud-hosted Microsoft Azure server. The cloud hosting will remain in place until mid-2026, after which, once City Hall no longer requires access to MOMs software for lookup or processing, the subscription will be discontinued.

Scope of Work

Project Coordination

- Facilitate project kickoff meeting
- Coordinate project management and scheduling tasks
- Provide ongoing project status updates and conduct sync meetings

Phase I: Solution Design & Procurement

- Design and architect solution
- Procure project materials
- Create annual agreement and associated configuration with expiration tracking
- Create Client Org in Nerdio

Phase II: Azure Cloud Deployment

- Azure Cloud Deployment

    - Configure VPN between Azure and on-premises network
    - Configure NAT Gateway to have static public IP
    - Configure Azure Backups (Nerdio backup configuration, Backup Radar API setup)
    - Configure Azure Files Storage Account
    - DNSFilter deployment or site configuration

Phase III: Vendor Facilitation Migration (MOMs Software by Corbin Willits Systems)

- Build Azure App server per vendor system requirements

    - Monitor remote access for vendor (application installation, configuration, and data migration)
    - Client application installation or reconfiguration
    - Perform cutover quality assurance, test access, and printing

Phase IV: Project Capstone Activities

- Review all documentation for accuracy and add new information as needed
- Review backup configuration in Azure and backup reporting in Backup Radar
- Confirm project scope completion and review with the internal team
- Review project scope with stakeholders to ensure completeness
- Review applicable configuration statuses to ensure accuracy for renewals or cancellations
- Draft and deliver project completion letter

Proposal

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Proposal #	5370
Date	01/27/2025
Expires	02/28/2025
Contact	Ben Hamblet

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ACCEPT PROPOSAL

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One-Time Fees

Item	Qty	Price	Total
Estimated Services | Managed Solutions (~29.5 Hours)	1	$5,410.00	$5,410.00†
Azure Hybrid Benefit (AHB) - 3yr	1	$704.00	$704.00
This is a 3-year Windows Server License.			

One-Time Subtotal	$6,114.00
Orland City Tax (7.75%)	$54.56
Total One-Time	**$6,168.56 USD**

Monthly Fees

Item	Qty	Price	Total
ClearIT Cloud App	1	$475.00	$475.00

This is a monthly recurring charge.

The per-person cost is based on a set of assumptions and recommendations around performance, availability, capacity and hosted Apps. Should any of those change in the future, the price is subject to change.

† Non-taxable item

Please contact us if you have any questions.

Monthly Subtotal	$475.00
Orland City Tax (7.75%)	$36.81
Total Monthly	**$511.81 USD**

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Assumptions/Exclusions

- All work will be completed during standard business hours. If after-hours work is required, it will be billed at 1.5x the consultant's standard hourly billing rate.
- If out-of-scope changes are requested during the engagement, or if we determine that greater work is required than initially estimated, we

will work with you to define additional Change Orders.
- Applying any required patches or updates to the source environment is considered out of scope and will be billed separately.
- To fully apply security policies, Microsoft Business Premium licenses (at minimum) must be used for all users. Accounts without this level of licensing may not have full security features enabled.
- All devices involved in the project must be running at least Windows 10 Professional.
- The customer must provide an accurate and up-to-date list of active users who will need access to the relevant systems and applications.
- M&I requires that the customer provide administrator access to all necessary systems, including mobile devices, DNS records, Microsoft 365 tenant, and any third-party applications required for SSO configuration.
- Delays due to poor internet connections or issues with user devices may extend the project timeline and could result in an additional Change Order.
- Users must have a reliable and functional internet connection. Hotspots and public Wi-Fi may result in delays and extend project timelines.
- If additional users are added to the project scope, M&I will adjust the project budget accordingly via a Change Order.

Engagement Team

Vaughna Schooler will assume Project Coordinator and primary deployment responsibilities for this engagement. Other members of M&I specialize in specific areas (development, design, hardware, networking, accounting software, Internet, security, training) and will assist where applicable.

Timing

We can commence work on this engagement upon project approval. Capstone activities will be scheduled in coordination with the primary client contact.

Your Responsibilities

You and your staff will need to fulfill the following responsibilities:

- Make available any appropriate resources to ensure this engagement can be completed in a timely manner.
- Ensure appropriate staff are available as necessary.
- Confirm schedules of key project stakeholders to ensure they are available during the scheduled onsite days, if necessary.

Please contact me if I can be of further assistance.