



Change Primary email domain

Date: 10/17/2025

Prepared For:

City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, MN 55432
dbuchholtz@slpmn.org
7637927211

Prepared By:

CIT
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Account Executive
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Executive Summary

Business Objective:

- City of spring Lake Park requests the changing of their current primary email domain to springlakeparkmn.gov

Intended Outcome\Deliverable:

- CIT will update the City of Spring Lake Park's primary email domain across Active Directory (UPN) and Exchange Online, ensuring Barracuda configurations are also modified to reflect the new domain.
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Statement of Work

- Kickoff/Meeting Call
- Add step to Project Management to verify customer is ready for vendor call for phone system modification to reflect email domain change.
- A CIT engineer will meet with customer to develop a detailed project plan.
 - Configure Microsoft 365 tenant
 - Add new springlakeparkmn.gov to custom domains
 - Verify domain.
 - Update on-premise Active directory
 - Add the New UPN Suffix to Active directory.
 - Current UPN suffix firstname.lastname@slpmn.org
 - Change Users UPN's up to 50 users
 - Force Azure AD Sync.
 - Verify user properties in Entra ID.
 - Configure Exchange
 - Add new springlakeparkmn.gov domain as authoritative
 - Change the current primary email address from slpmn.org to new springlakeparkmn.gov domain.
 - Update Exchange Online email addresses
 - Change Primary email address of 60 users with new primary email address of springlakeparkmn.gov
 - Add Secondary email address of original slpmn.org
 - Modify 14 shared mailboxes
 - Modify 29 Microsoft 365 groups
 - Modify 1 distribution lists
 - Configure Barracuda
 - Add new springlakeparkmn.gov domain
 - Configure MX record to point to Barracuda.
 - Update admin account to reflect new email domain
 - Barracuda-Admin@slpmn.org

- Configure MFP with new email address for scan to email.
- Update DNS with new domain
 - Add autodiscover record internally and external DNS
 - Update SPF/DKIM/DMARC record to include Office 365
- Workstation configurations between City and PD
 - Up to 10 PD workstations
 - Up to 32 City workstations
 - Create a new Outlook Profile
 - Link OneDrive client if used.
- Reconfigure 2 MFP scan to email printers
 - 1 in City location
 - 1 in the PD.
- ***User Impact***
 - Sign-in to Microsoft 365 services
 - Users will need to log off and sign back into Microsoft 365 services using their new email address.
 - Email Clients (Outlook)
 - Outlook may prompt users to re-enter credentials or reconfigure their Outlook profile.
 - OneDrive for Business
 - Users will need to unlink and re-link their OnDrive Client using new email address.

Customer considerations:

- Customer uses a phone system called Collaborative and will contact vendor to modify email settings to reflect change.
- PD does not sync their accounts to the Microsoft 365 tenant. 10 PD users have mailboxes
- Post project QA checklist
- Project Management
- CIT will assign a dedicated resource to serve as the Project Manager ("Project Manager"). The Project Manager will be responsible for overseeing the project, coordinating CIT resources, and serving as the primary point of contact for the Customer. Responsibilities will include.
 - Managing project scope, including facilitating and documenting formal change requests.
 - Developing and maintaining the project schedule.
 - Leading regular status meetings with stakeholders, in accordance with the frequency agreed in the Project Plan.
 - Maintaining live project status updates within the Customer Portal, where the Customer may view reports at any time.
 - Performing additional project management activities as defined in this Statement of Work
 - Facilitate a formal project closure, which may include a Project Closure meeting.

CIT Change Orders

- CIT establishes change management procedures to initiate changes to the services identified in the SOW. A change typically occurs when either party encounters any of the following situations during service delivery:
 - Either party identifies new requirements not included in the original service's scope
 - Either party changes the direction and intent of this Service, which requires CIT to rework the services.
- Small Changes
 - Changes less than 20% of the original scope will be managed informally with email verification by the PM.
- Large Changes
 - Changes greater than 20% of the original scope will be managed with a formal approval process.



Quote information:
Quote #4070258-1
Prepared on: 10/17/2025
Expires: 11/16/2025
Account Executive: Colton Jesse | Colton.Jesse@citsolutions.net | (651) 255-5732
<https://www.citsolutions.net>

Proposal Summary

Change Primary email domain

Prepared for:
City of Spring Lake Park
1301 81st Ave NE Spring Lake Park MN 55432

Ship to:
City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, MN 55432

One-time costs

Optional	Description	Qty	Unit Price	Price Including Tax
	CIT Services Fixed			\$13,260.00

Subtotal: \$13,260.00
Tax: \$0.00
Total: \$13,260.00

Notes:

Please note: Items marked with "Y" (Yes) in the optional column are not included in the subtotal, tax, or total calculations.

Acceptance and Incorporation by Reference

This Proposal, together with the terms and conditions set forth in the Master Services Agreement, Service Attachments and all other agreements identified on Exhibit A (the agreements identified on Exhibit A are hereafter collectively referred to as the "Ancillary Agreements") is between Computer Integration Technologies, a Minnesota corporation (sometimes referred to as "we," "us," "our," or "Provider"), and the customer identified on the signature block at the end of this Proposal (sometimes referred to as "You," "Your," or "Client"). Client and Provider expressly agree that the terms and conditions set forth in the Ancillary Agreements are hereby incorporated into this Proposal by reference as if fully set forth herein, regardless of whether Client separately executed any of the Ancillary Agreements. Notwithstanding that certain provisions of the Ancillary Agreements may not facially appear applicable to every transaction or circumstance governed by this Proposal, each such provision shall be interpreted broadly and in context, and shall apply and control to the extent such provision can reasonably be construed to apply to the rights, obligations, or subject matter hereof.

This Proposal shall be effective and shall automatically become a legally binding agreement as of the first date upon which both Provider and Client have signed below (the "Effective Date"). Provider and Client are sometimes referred to separately as a "Party", or collectively as the "Parties." Any capitalized terms in this Proposal not defined herein shall have the meaning provided in any Ancillary Agreement(s) defining such capitalized term. If there is a direct conflict between this Proposal and any term or condition set forth in any of the Ancillary Agreements, the conflicting term or condition in this Proposal shall control. By signing or accepting this Proposal, Client acknowledges, represents, and warrants to Provider that Client has read and agrees to all terms and conditions set forth in the Ancillary Agreements on the Effective Date. The Parties agree that electronic signatures on this Proposal shall be relied upon and shall bind the Parties to the terms and conditions stated or incorporated by reference herein. Each Party hereby warrants and represents that such Party is authorized to execute this Proposal and perform the undertakings set forth or incorporated herein. This Proposal supersedes all prior negotiations, proposals, orders, agreements and communications between the Parties regarding all matters expressly addressed or within the reasonable scope of this Proposal or the Ancillary Agreements.

Client acknowledges and agrees that Provider may, from time to time, revise the terms and conditions of the Ancillary Agreements, provided that any such revision shall be effective only in accordance with applicable law, including prevailing legal standards for enforceable "clickwrap" or equivalent electronic consent mechanisms. Revised terms or conditions shall become binding and effective upon the earlier of: (a) Client's continued use of the applicable products or services following reasonably conspicuous notice and opportunity for Client to review the revised term(s) or condition(s); or (b) Client's affirmative acceptance of the revised term(s) via a click-through or similar method reasonably designed to confirm assent. Provider shall make revised terms reasonably available for Client review which shall indicate the date of last revision. If Client does not agree to any revised term(s), Client must discontinue use of the affected products or services and may terminate this Proposal only in accordance with termination provisions set forth in the Ancillary Agreements. Any revision(s) to the terms or conditions of the Ancillary Agreements by Provider shall apply only prospectively, unless otherwise required by applicable law or expressly stated in the revised terms.

Client further agrees that the terms of the Ancillary Agreements shall apply not only to the specific transaction described in this Proposal, but also to all other current and future transactions between Client and Provider unless and until such terms are superseded by a subsequently executed Proposal or Ancillary Agreement.

Both of the Parties, acting through their respectively authorized officers, agents, or representatives hereby execute this Proposal with the intention of being bound hereby.

Exhibit A

Click the buttons below to view the linked documents.

Master Services Agreement

Services Attachment for Managed Services

Service Attachment for Access Control Services

Service Attachment for Managed Video Surveillance

Schedule of Services

Data Processing Agreement

Schedule of Third-Party Services

IN WITNESS WHEREOF, this Order Form is agreed to by the parties below and entered into as of the Order Effective Date.

City of Spring Lake Park

Signature:

Name:

Date: