County of Grundy

Date: May 6, 2022

To: Office 365 Proposers

From: Paul Webb

RE: Office 365 Licensing and Implementation: ADDENDUM NO. 1

This Addendum consists of the below items. To maintain a fair process all answers are being provided to all proposers.

1) As there appear to be several extra questions regarding the SharePoint migration, please include in your bid, the follow Three (3) numbers.
   a. Cost for everything except SharePoint
   b. Cost for SharePoint
   c. Total cost for the entirety of the project.

   There is a possibility that we will choose to not move forward with migrating SharePoint at this time due to the apparent complexity of that migration.

2) Anything listed in the Overview but not detailed out in the Scope of Work should be considered within the scope of the project.

3) The table on the following pages contain all questions we received for the RFP and all the answers. They were put into a table format to better track and respond to them. There are some answer spots that are filled in grey. This was done because the item in the question column is preceding the actual question(s).

Question	Answer
Is on-site delivery of project a hard requirement, or can teams deliver the work remotely if technically feasible?	We would prefer onsite assistance after mailboxes are moved as we only have a 3 person IT staff and it would be easier to send a person to a department to walk around and check
Is it integration with any third-party components desired?	No
Is this going to be a lift and shift or is there going to be rearchitecting/reorganizing involved?	This is a lift and shift project. There shouldn't be any need to reorganize how things are laid out.
How many stakeholders would be involved in discovery	Discovery about look and feel will be one to three
Do all resources engaged in the project need to be based in the US, or is a hybrid approach acceptable?	All resources need to be based in the US.
What version is the current SharePoint on-premise instance?	We are currently running SharePoint 2013 on-premise.
Are sites in the current SP instance using the classic or	All sites are in classic currently as Modern was implemented
Have the tenant(s) already been configured in M365?	Yes, the tenant is already configured in GCC.
Can GRUNDY COUNTY provide any guidance on the budget that has been allocated for this project, or provide ranges on	No, due to potential sources of funding we are not able to provide guidance on the expected amount.
How many core stakeholders does GRUNDY COUNTY expect	Up to 3 stakeholders.
Is redesign or rebuild of existing SharePoint pages expected as a part of this migration effort, or does Grundy County	We prefer to keep the existing look and feel.
Is any process automation development (Forms/Workflows)	No
Are there any existing forms & workflows that require	No
Do you have a governance policy in place? (Do you want this	No
How much data from a file size perspective exists in the	10,357 Documents and 7.31 GB Max for SharePoint
How many SharePoint pages exist in the current	17
How are you using meta data to improve content	We aren't using any meta data to improve content
Is there a pre-defined meta data structure that GRUNDY COUNTY has come up with or does this need to be discovered	We do not currently need a meta data structure built out.
Is there a taxonomy that needs to be implemented or is this a part of the discovery and implementation phase?	There is no taxonomy that needs to be implemented.
Is there a specific methodology that GRUNDY COUNTY uses	No there is not.
Are there any key pain points that are not explicit in the	Not that we are aware of.
Are there any immediate integrations outside of O365 that	No
Are there any current integrations with the SP 2013 that need	No
To what extent is GRUNDY COUNTY leveraging SharePoint Online today?	We have SharePoint online in use by our GIS department for something that is not included in the scope of this project.
If training scope is intended to be user facing, can GRUNDY COUNTY expand on how many individuals would be in scope for training? (Roughly)	Microsoft Teams training would be needed for all users (approx 190). This could be done in 2-3 virtual sessions that are recorded and we then provide to the rest of the users
Is there in in house Change Manager who will be facilitating the change and providing training/communication to users?	No there is not.
Is there a Change Management plan in place?	No there is not.
If there is no plans for Change Management activities or an in house Change Manager, would you like Change Management	If this is something that you would normally recommend, then yes.
What is the build number of the Exchange servers? Is the latest service pack or cumulative update installed on the	Version 15.1 (Build 2375.7)
What is the standard licensing level which is planned to be	That is part of the recommendation we are looking for from
Is first-tier post-migration support a requirement?	Yes

Is vendor responsible for executing Microsoft Office upgrade, or will that be executed by Grundy County team? If vendor is responsible, is a device management application available for	Vendor is responsible for assiting Grundy County team with best practice for excuting. The primary options we have available are deploy via group policy or deploy using Manage
Are users currently working remotely or in-office?	In-Office
Are there any telephony integration requirements for migrated mailboxes (voicemail, auto-attendants, etc.)?	No
Is Azure AD Connect already in place? If so, what version of	No
Is an Exchange Hybrid relationship already in place?	No
Are there any legal holds in the on-premises Exchange	No
Are there any long-term coexistence requirements, such as mailboxes which must remain on-premises for functional or	No
Are there any public folders in scope for migration? If so, how many and how much data is stored in them?	No
Is it a requirement to migrate any local PST files into	No
Is it a requirement to set up any Microsoft 365 security features (for example, Data Loss Prevention, MFA, etc.)?	Some DLP configuration assistance would be desired.
Is decommission of legacy Exchange servers a requirement?	Yes

Is on-site Support exclusive for this RFP?	We would prefer onsite assistance after mailboxes are moved as we only have a 3 person IT staff and it would be easier to send a person to a department to walk around and check
What version of Active Directory do you have?	The Domain is currently running at a Windows Server 2012 R2 Functional Level. If needed we can process upgrading this.
Are SharePoint sites going to be migrated as is, or would the site structure, site templates going to be created as new.	Preferrably as is, however I have not migrated from on-prem to office365 sharepoint so I'm not sure exactly what to expect
Is content going to be migrated to the new sites?	Yes
Are the SharePoint sites going to be upgraded to a modern experience? If so, would it be ok for the UI (User Interface) to	I would say yes, but would prefer to look at the modern vs classic during the implementation and then have the option
If SharePoint content migration is required, how many documents and/or total size of content is going to be moved.	10,357 Documents and 7.31 GB Max.
Is there any custom component or extension in the On Prem SharePoint environment, like InfoPath forms, SharePoint	No
Is the domain from the OnPrem environment the same as the one in Office 365? can each user be mapped to the same	The end goal is to have the user mapped to the same account in both environments.

What is the version of SharePoint On-prem?	SharePoint 2013
What is the size of the total DB (size of all the sites)?	10,357 Documents and 7.31 GB Max.
What is the purpose of these sites? Document repository or collaboration sites?	There are a handful of document repositories and a handful of sites that are used for calendars only.
Are there any workflows or custom lists configured currently?	There is a custom list that contains Parcel Map Maintenance Requests from our Assessor's Office to our GIS Staff.
Is on-site presence required for these two part of the project? Post Deployment Support and Office 365 Administration training. Office 365 Readiness Assessment, Onsite Discovery,	We would prefer onsite assistance after mailboxes are moved as we only have a 3 person IT staff and it would be easier to send a person to a department to walk around and check
Can this part be done remotely or needs to be done on-site? Exchange 2016 to M365 Exchange Online email migration	This can be done remotely.

Are your systems all Windows 10 or above? If not, what are	Yes, all of our computers are Windows 10.
What version of Microsoft Office is installed?	Our office installs range from 2013 - 2019. We would like to have Office365 pushed during this migration.

Is the current environment still SharePoint 2013?	Yes
Are all of the 17 sites/subsites in 2013?	Yes
Can we get a document count by site?	I do not have a document count by site, only by total 10,357
Can we also get a list count by site?	Only one site has a list.
Are there any customizations that would need to be rebuilt?	Not that I am aware of.
Are there any Third-party webparts in place?	No
Alerts?	No
What clean-up of the existing content is planned, if any?	None at this point in time.
Are MySites in use? If so, how many?	No
Explain expectations related to Exchange and SharePoint file migration	All mailboxes will be migrated from on-premise to Office 365. All SharePoint sites will be migrated to Office 365.
How is Microsoft Teams being used today?	Some departments are using it mostly for text based communication and some are using it for video meetings.
We saw a note about wanting to use Microsoft Teams, but not make use of OneDrive. Can you please explain the business requirements that support this request?	I would prefer that all files be stored locally where I know exactly how the backups function and I know that we have offline backup copies in case of ransomware. We are a small department of 3 and do not currently have time to add on the additional questions down the line after the project is
Does any SharePoint 2013 and Microsoft Teams governance	No
Can you provide further details and information around SSO?	We would like to use dirsync to have SSO tied to our internal
Do you require your Azure tenant to be in GCC for CJIS	We are already created in GCC and so it should already be
Number of users requiring Office 365 licensing?	Approximately 210
Do all of these users require Exchange Online?	No
Any users just require just Exchange and not other tools within Office 365 (i.e. Teams, SharePoint, etc.)?	We have a handful of users (approx 30) that would need just Exchange. We would need approximately 20 users (not listed in the exchange users) that would need only SharePoint for
Any very light users with < 2GB email storage that would be looking for basic email and productivity functionality and	Most of the 30 users listed directly above should be below 2 GB.
How many require the Productivity Apps (Word, Excel,	Approximately 190
Are you looking for real-time protection for Unsafe Attachments / Unsafe Links / Phishing Rules leveraging	Yes
Any need for endpoint protection leveraging Defender for Endpoints or endpoint management with Intune?	No
Any need for the following features (part of Azure Active	
Self Service Password Reset with write-back to on premises	No
Dynamic Groups	No
Azure MFA – ability to utilize Conditional Access Policies with MFA configuration	We will be implementing DUO MFA at a later date. However I may need to implement Conditional Access Policies once the

Based on the information provided, it looks like Office 365 G3 would be the best SKU for your licensing.	

Does that align with your thoughts on what you need?	We would probably need different license levels depending on a person's job. Most will need the full office suite, some will need only SharePoint, and some will need only exchange.
Is your User count 246?	We total around 240 ish. There is constant fluctuation within about 5-10 licenses due to staff changes and interns/seasonal
For the SharePoint move the amount of data/content is what we go by to calculate the cost, so could you provide us with	10,357 Documents and 7.31 GB Max.
You mention Teams being rolled out to a handful of departments already. Is this rolled out to them in Office 365 already? The reason for the question is will they need to be	Yes this is already in our Government tenant.
For 3rd party software solutions that send emails, we'll need to implement an Exchange Hybrid Server and configure the SMTP Relay Services.	If this is the best path and can be pointed to in Microsoft Recommendations then we can leave the current server in place and turn it into a hybrid server for relay. However I would prefer to use SMTP Auth and Direct Send instead of
I know you mentioned the decommission process of Exchange but you'll have to have some on-premise capability	If this is the best path and can be pointed to in Microsoft Recommendations then we can leave the current server in
Do you have any concerns about that need?	No
You state that you want assistance setting up Barracuda Mail	
Our assumption is that your Barracuda Mail Archiver is a cloud solution and that Office 365 will archive in a cloud to cloud use-case. Point being, you're not asking to archive	We have an on-premise device that has settings for Office 365. So this will be a cloud e-mail to on-premise mail archiver. If this is not something that can be assisted with by
We are not planning on any migration of archived data to Exchange Online.	There is no archived data to move to exchange online. Only the data that exists in the Exchange Server.
We typically do our migrations completely remote and can provide support during the migration via a bridge line for day after migration support. It works very well for us in assisting	We would prefer onsite assistance after mailboxes are moved as we only have a 3 person IT staff and it would be easier to send a person to a department to walk around and check
In relation to the question above, our training is remote as well so if this will be an issue for us then let us know so that	Remote training, that can be recorded and sent out to staff is acceptable.
We typically provide a Fixed price for Office 365 migrations and provide those costs across our phases – Design, Prepare,	
Will that be okay?	Everything should be a fixed price.
For the Exchange Server decommission process we perform that on a Time & Materials basis separately from the migration process. The reason for this is the wild swing in levels of effort that it can take depending on the customers environments that we've experienced in the past. Doing it as	Everything should be a fixed price.
Are you okay with us pricing the decommission is this way?	We are asking for this to be included by everyone as part of the full package. If you would like to leave it as an optional piece of the package that we can choose to move forward
Should the RFP response be a full statement of work?	Yes
The Project Overview paragraph states moving SharePoint sites, decommissioning SharePoint, is this in scope because	Everything in the Overview is in scope of the project.
Will the county need moving of all mailboxes, or will the vendor set up a pilot migration and show the vendor how to	The vendor is responsible for migrating all mailboxes. The County has an IT team of 3 and so we are leveraging the

Question	Answer
In terms of the Barracuda Mail Archiver, is that already set up and the county needs guidance on how to use it with Office 365 Exchange Online? Please elaborate on what help the	The Archiver is an on-site hardware appliance that is currently in use with our Exchange On-Premise server. We would like assistance getting it configured to archive all of the Office 365
The Project Overview also states the need for Microsoft Teams work. Can you confirm if any of that is in scope and elaborate on the services needed because it's not listed in the	Everything in the Overview is in scope of the project.
Is decommissioning on-premise exchange in scope? This isn't listed in the scope of work section. Do you need guidance on how to decommission it or hands-on configuration assistance?	Everything in the Overview is in scope of the project.
Regarding post-migration support, does this resource need to be onsite for the final week or can it be a remote dedicated resource?	We would prefer onsite assistance after mailboxes are moved as we only have a 3 person IT staff and it would be easier to send a person to a department to walk around and check

Do you currently have an on-premise Barracuda archiver (or	We currently have an on-premise barracuda archiver.
What vendor email security do you have? (Are you looking to replace that with Barracuda?)	We are not looking to replace our e-mail security. However we wouldn't mind augmenting with Microsoft Defender
Do you have Security Awareness in place today? – If not, do you want to implement that as part of the package?	Yes we do have security awareness training in place.
Would you like Cloud to Cloud Backup for your Office 365	No, we would prefer to use our on-premise barracuda
Is Phishing and Account Takeover protection a focus for you?	Not at this time. We will be implementing DUO MFA in the near future to deal with account takeover.
Would you like a 1/3/5 year option? Or all options?	In regards to the 4 previous questions, we don't need those

Do you know what Office 365 licensing you would like to obtain? If so, should that be included in the proposal?	Licensing and Migration should be included in the proposal. Best licensing options should be provided as part of the
What current email filter do you have, archiving in place today? If so how many PSTS do you need to migrate?	We have an external filter that will remain in place and will start directing e-mail to Office 365 when we need them to.
Do you have a document showcasing the sizing of everyone's mailboxes? How much data that needs to be migrated?	We do not have readily available documentation of everyone's mailbox sizes. As for Sharepoint 10,357
Do you currently have an Email backup system in place or a desire for one?	We currently use a Barracuda Mail Archiver that we would like help making it work with Office 365.
How many printers/appliances use email as well?	Approximately 10-15 will need to able to e-mail scanned
Are you using public folders? If so, do they need to be	We are not using public folders.
Any outlook extensions?	We have some Microsoft Add-ins from our Mitel Connect
Do you have any mail enabled applications (e.g. mail merge,	We have a fax appliance and some GIS software that sends e-
What AD Forest Functional level is in use?	AD Forest Functional Level is 2012 R2
What AD attributes should be included in DirSync	All AD attributes that can be synced.
Describe the current network topology including link type, link speeds and average utilization.	We have a 200 Mbps internet pipe with average utilization of 20 Mbps. Internal connections are all 1 Gbps and I don't
Are you aware that there is no support for backing up deleted message in O365? Is this a concern?	We have a Barracuda Message Archiver that we will continue to use as to fulfill those needs.
Are there any external entities that require access to your	No
Is there a firewall in place that might prevent connectivity to	There is a firewall, but there should not be any connectivity
Are there any webmail proxy services in place	There are no proxy services in place.
Is the end user expected to update their Outlook profile? Mobile phone profile?	There should be documentation provided to help end users and part of the on-site support after moving mailboxes will be to help end users migrate their Outlook profiles and mobile

How much historical mail will be available/retained in the new system?	As of right now all mail will be moved to the cloud, and e-mail retention policies are not in effect right now.
Have you looked at the Barracuda Premium Protection Package? (Email Security, Cloud to Cloud Backup, Archiving,	We are happy with our Barracuda Message Archiver.