

AMENDMENTS

None at this time

REQUEST FOR BID PROPOSAL

Microsoft Exchange 2010 to 2016 Consulting

FOR THE BARROW COUNTY SCHOOL SYSTEM

The Barrow County School System
Information Technology Services

179 W. Athens Street
Winder, Georgia 30680
Voice - 770-307-0533

REQUEST FOR PROPOSAL (RFP) FOR Microsoft Exchange 2010-2016 Upgrade Consulting

To: All Interested Vendors

Barrow County Schools is requesting proposals for consulting services to upgrade the district's Microsoft Exchange 2010 infrastructure to Microsoft Exchange 2016 infrastructure.

You are invited to submit a formal proposal (bid) for consulting services to upgrade the district's Microsoft Exchange 2010 infrastructure to Microsoft Exchange 2016 in accordance with the attached General Conditions and Specifications.

All questions should be emailed to John St.Clair – jstclair@barrow.k12.ga.us. Any modifications to the RFP based on questions and answers regarding this offering will be posted as addendums to the RFP, and made available on the web site at <http://www.barrow.k12.ga.us/>. **Vendors are responsible for checking the web site for amendments to the RFP. Vendors should check for RFP updates prior to submitting final proposal.**

Proposals will be accepted until 11:00 AM Monday, April 16th. Proposals must be submitted via email to jstclair@barrow.k12.ga.us. Emailed proposals will only be deemed accepted for consideration upon delivery of a confirmation email from jstclair@barrow.k12.ga.us to vendor's email indicating receipt of proposal. If vendor does not receive confirmation of receipt of proposal via email, vendor should consider proposal not to have been delivered.

Proposal emails should have a label/subject-line of "Microsoft Exchange Consulting RFP response"

GENERAL CONDITIONS

Vendor's Qualifications

Vendor must demonstrate prior experience performing similar upgrade consulting work in environments comparable to district's environment with an email infrastructure comprised of at least 1000 mailboxes.

Additional consideration will be given to vendors demonstrating multiple prior relevant experiences.

Comprehensive list of references

Vendor's proposal shall include a detailed list of references along with contact person, dates of work, email address, and telephone numbers.

Time frame

Contract will be awarded May 2nd, 2018. Work must be completed **and invoiced** no later than June 15th, 2018 with the exception as noted in specifications below. This date is firm and cannot be extended.

Scope of work

Vendor proposal must include detailed scope of work, proposed timelines, vendor responsibilities, and district's responsibilities.

Cost total

Vendor proposal must have a hard cost total with no unknown/undefined expenses allowed. Alternatively vendor may propose a "not to exceed" grand total amount. Vendor proposal must specify which costs are fixed, and which are variable if applicable. Undefined open "travel expenses" or other similar non-specific financial costs without "not to exceed" amounts are not allowed.

Pre-response meeting

Vendors wishing to submit a response must schedule a meeting (in-person or telephone, in-person strongly preferred) with district ITS staff to gain an understanding of the specifics of the district's IT/Exchange environment to be able to properly craft their proposals. Vendors who do not attend a meeting with district IT staff may not submit a response.

Location of work

Vendor may perform work on-site, remotely, or a combination thereof. Vendor must detail where and how work will be performed in proposal.

SPECIFIC REQUIREMENTS

- Vendor must recommend detailed, manufacturer-agnostic, hardware specifications for new server and storage infrastructure for Exchange 2016 environment in submitted proposal. District will purchase server and storage infrastructure prior to award of contract in order to receive hardware as quickly as possible. District will purchase hardware separately from this RFP from manufacturer of district's choice.
- Vendor performed migration of Exchange infrastructure from Exchange 2010 to Exchange 2016.
- Topology, Mail Routing, & Client Access Design.
- Prep existing AD & Exchange environment for Exchange 2016 Upgrade.

- Exchange 2016 Role Installation for all CAS and Mailbox servers.
- Exchange 2016 configuration including (client access, mailbox database, DAG group, Public Folder migration, & mail routing).
- Testing & Verify OWA, ActiveSync, and User mailbox access.
- Migration of up to 100 mailboxes (fewer at district's discretion) from Exchange 2010 to new Exchange 2016 environment.
- Additional tasks as identified by vendor as necessary for fully functioning Exchange 2016 environment (specify in proposal).
- Handoff document to district from vendor summarizing process that has occurred and providing any information required for district to use and maintain new Exchange 2016 infrastructure.
- Final uninstallation and decommissioning of Exchange 2010 environment. This step may take place after the June 15th, 2018 deadline. Vendor may invoice prior to final decommissioning. District will inform vendor once district has completed migrating all remaining mailboxes (after the first 100 performed by vendor) into 2016 environment. Vendor must then complete decommissioning step within agreed upon amount of time (specify in proposal) after notification from district of readiness for decommissioning. As with other work, vendor may choose to perform this step remotely.
- Final check of Exchange 2016 environment for functionality, health, and errors to be performed by vendor after decommissioning of 2010 environment.