SharePoint Migration Proposal

for

Randy Anhorn

Nine Mile Creek Watershed District

Prepared by:

Pete Pfutzenreuter

August 2021

Overview

This proposal is for SharePoint implementation at Nile Mile Creek Watershed District. This proposal has been developed after the SharePoint requirements discussion with Nile Mile Creek Watershed District.

Scope

In Scope

1. Accounts and credentials
   a. Perceptive Solutions will require an account in Nile Mile Creek Watershed District' Microsoft 365 tenant with SharePoint admin level access.
2. Implementation
   a. Implement new SharePoint architecture, branding, and layout of the Intranet Portal.
   b. Implement a new intranet landing page based on the branding and layout design.
   c. Add key document and resource links on the landing page.
3. Library and Folders
   a. Implement SharePoint library and folders per requirements.
4. Permissions
   a. Setup site and library level permission
5. Document Migration
   a. Perceptive Solutions will assist, guide, and/or perform the migration of documents from RDS file server to SharePoint site
6. Training
   a. Perceptive Solutions will perform a two-hour team training session on the usage and administration of the implemented solution.

Out of scope

1. Implementation of forms and workflows on the sites is not included in this proposal. This can be discussed for future implementation.
2. Migration of personal Drop Box documents is not included in this proposal.

Assumptions and General Background

1. Nile Mile Creek Watershed District have worked on a vision and roadmap of the SharePoint usage and implementation for different department and business process. This proposal will establish the foundation and guidelines for subsequent enhancements.
2. Perceptive Solutions will stand ready to discuss, help, guide and implement all future requirements.
3. Perceptive Solutions will perform all work remotely unless a need arises. We will discuss and plan accordingly.

Methodology

Perceptive Solutions has adopted a project methodology described below. As needed adjustments are made in consultation with the client.

1. Project management
    a. Project Management resources for this project will be as follows:
        i. Project management will be provided by the Perceptive Solutions account manager assigned to this project
    b. Project management will consist of
        i. Regular email and phone communication with project team members
2. Planning
    a. Meet with Client
        i. Introduce project team members
        ii. Review and ratify project goals and objectives
        iii. Discuss timeframes and deadlines
    b. Review of current environment
        i. Review current configuration of impacted systems
    c. Gather information and materials
        i. Obtain credentials needed for the project
        ii. Create or verify accounts needed to download or manage subscriptions, if applicable
        iii. Verify equipment and/or digital licensing
    d. Create high level project plan
3. Design
    a. Design the solution
    b. Determine any prerequisite actions that must be taken prior to implementation
    c. Review the design with Client and obtain approval to proceed
4. Implementation
    a. Promote the code to the Test environment
    b. Test and troubleshoot as needed
5. End User Acceptance Testing
    a. The solution will be tested by a group of test users to be determined by Client
    b. Client will have responsibility for creating a testing scenario, administering the testing, and gathering feedback from the end user(s)
    c. Perceptive will review the feedback with Client and adjust the solution as necessary.
6. Upon approval, promote the code to Production
7. Provide post-implementation support for 7 days after the go live date

Project Labor	Price	Qty	Ext. Price
Perceptive Project Labor	$7,400.00	1	$7,400.00
Imagine IT Project Management	$195.00	1	$195.00
		Subtotal:	**$7,595.00**

Scope Change Process

Scope Change Requests frequently occur during projects due to the dynamic and collaborative nature of project execution, even if there was significant due-diligence. The following process will be utilized if a change is identified which materially affects the scope described in this proposal:

1. Imagine IT will generate a Scope Change Request describing the identified change, the number of hours required to affect the change, any additional charges, and the timeline.
2. Upon signed approval by the customer, the work will be scheduled and performed.

SharePoint Migration

Prepared by:

Imagine IT, Inc.

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Prepared for:

Nine Mile Creek Watershed District

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Randy Anhorn
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Quote Information:

Quote #: 008872

Version: 1
Delivery Date: 08/30/2021
Expiration Date: 09/30/2021

Quote Summary

Description	Amount
Project Labor	$7,595.00
Total:	**$7,595.00**

Payment Terms are NET 15 days. There will be a 50% down payment invoice, and the remainder will not be invoiced until after each applicable phase is complete. Taxes and other fees may apply. Leasing options are estimated, and exclude applicable taxes.

Imagine IT, Inc.

Signature: _____

Name: Pete Pfutzenreuter

Title: Account Manager

Date: 08/30/2021

Nine Mile Creek Watershed District

Signature: _____

Name: Randy Anhorn

Date: _____

Cloud Directory Deployment Proposal

for

Randy Anhorn

Nine Mile Creek Watershed District

Prepared by:

Jordan DuBois

August 2021

Overview

Here is a proposal to deploy Microsoft's modern cloud-based system for managing users and endpoints.

The Problems

- Security and compliance policies often require things like password, screen-lock, device encryption policies, etc...
- Computers and mobile devices contain org data including Email, documents, photos, databases, and more.
- Mobile devices can get lost or stolen.
- Microsoft Windows Active Directory is expensive to deploy and maintain, doesn't work well with Macs, requires VPN and doesn't function well in a remote-worker world.
- IT staff lack a central tool to manage users and endpoints.

The Solutions

Microsoft Azure Active Directory (user and identity management).

- Allows for central user management, Single Sign-On (SSO), etc..., regardless of user location.

Microsoft Intune (MDM device management).

- Allows for central management of endpoints, and polices enforced like password, screen-lock, encryption, etc..., regardless of device location.

Cloud Directory solves all of the Business Problems listed above AND improves the following Business Capabilities...

- Allows for central user management, Single Sign-On (SSO), etc...
- Allows for central endpoint management, and polices to be enforced like password, screen-lock, encryption, etc...
- Allows for central management of network printers.
- Eliminates the need for Windows Active Directory in most scenarios.
- The account/tenant is owned by the customer. However, Imagine IT is provided administer-level access.

Monthly Subscriptions	Recurring	Qty	Ext. Recurring
CSP Azure Active Directory Premium Plan 1	$6.00	10	$60.00
CSP Microsoft 365 Business Premium	$20.00	10	$200.00
CSP Microsoft 365 Business Standard	$12.50	-10	($125.00)
CSP Microsoft Defender for Office 365 (Plan 1)	$2.00	-10	($20.00)
PrinterLogic Cloud Print Mgmt (per network printer - qty estimated)	$15.00	1	$15.00
Datto Backup Appliance	$238.00	-1	($238.00)
Monthly Subtotal:			**($108.00)**

Statement of Work

Imagine IT will perform the following tasks within scope of this project. If any additional tasks are later determined to be needed, a signed Scope Change Request will be required before performing the additional billable work.

Participate in a discovery/planning meeting.

Azure AD

- Apply the Azure AD Premium license to each user account.
- Setup Office 365 login blocking for all countries other than USA.
- Setup the self-service password reset feature.
- Setup Cloud Print management.

Intune

- Configure policies, including Password and Screen-Lock.
- Deploy the agent to each endpoint.
- Verify polices are active and enforced.

Legacy Active Directory Retirement

- Disjoin all endpoints from the Legacy Domain.
- Retire the Legacy Domain.
- Retire applicable servers.

Cleanup

- Go live and perform any remediation.
- Update our offsite network documentation database with any added or modified items and settings.
- Train the onsite admin on appropriate functionality, duties, end-user changes, and support procedures.

Deployment Labor	Price	Qty	Ext. Price
Discovery / Due Diligence	$225.00	1	$225.00
Labor - Azure AD Backend Setup & Configuration	$390.00	1	$390.00
Labor - Intune Backend Setup & Configuration	$390.00	1	$390.00
Labor - Cloud Print Management	$390.00	1	$390.00
Labor - Self-Service Password Reset Portal Setup	$195.00	1	$195.00
Labor - Azure Active Directory Setup (per user)	$97.50	10	$975.00
Labor - Intune Setup (per endpoint)	$97.50	5	$487.50
Labor - Disjoin Servers and Endpoints from Legacy Domain (per device)	$48.75	7	$341.25
Labor - Decommission Legacy Active Directory and Servers	$585.00	1	$585.00
Project Management	$390.00	1	$390.00
		Subtotal:	**$4,368.75**

Customer Responsibilites

Planning

- Respond to information gathering requests timely.
- Forward migration notification and training communications to end-users timely.

Cutover Day

- After the migration verify that users have no login issues.

Scope Change Process

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2. Upon signed approval by the customer, the work will be scheduled and performed.

Cloud Directory Deployment

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Quote Information:

Quote #: 008797

Version: 1
Delivery Date: 08/05/2021
Expiration Date: 09/04/2021

Quote Summary

Description	Amount
Deployment Labor	$4,368.75
Total:	**$4,368.75**

Monthly Expenses Summary

Description	Amount
Monthly Subscriptions	($108.00)
Monthly Total:	**($108.00)**

Payment Terms are NET 15 days. Project progress billing is sent monthly. Taxes, shipping, handling and other fees may apply. Leasing options are estimated, and exclude applicable taxes. We reserve the right to re-quote orders arising from vendor pricing or availability changes, tariff increases, or other errors. Hardware orders above $10,000 will be subject to a 50% down payment. Project labor quoted above $6,000 will be subject to a 50% down payment.

Imagine IT, Inc.

Signature: *Jordan DuBois*

Name: Jordan DuBois

Title: Manager of Account Management

Date: 08/05/2021

Nine Mile Creek Watershed District

Signature:

Name: Randy Anhorn

Date: