



#16,556

Pricing Proposal
 Quotation #: 19823055
 Created On: 12/15/2020
 Valid Until: 12/31/2020

County of HUNT TX

Inside Account Executive

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FILED FOR RECORD
 at 12:30 o'clock P M

DEC 22 2020

JENNIFER LINDENZWEIG
 County Clerk, Hunt County, TX
 By *Jennifer Lindenzweig*

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft Office 365 (Plan E1) - Subscription license - 1 user - hosted - GOV - EA Subscription, Government Community Cloud - All Languages Microsoft - Part#: U4S-00002 Contract Name: Microsoft Software VAR Contract #: DIR-TSO-4092 Coverage Term: 1/1/2021 – 12/31/2021 Note: Year 1 of 3	350	\$78.59	\$27,506.50
2 Microsoft Exchange Online Plan 2G - Subscription license (1 month) - 1 user - hosted - GOV - EA Subscription - from G1 - All Languages Microsoft - Part#: 3NS-00001 Contract Name: Microsoft Software VAR Contract #: DIR-TSO-4092 Coverage Term: 1/1/2021 – 12/31/2021 Note: Year 1 of 3	50	\$50.10	\$2,505.00

Subtotal \$30,011.50
 Shipping \$0.00
 *Tax \$0.00
 Total \$30,011.50

*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

Thank you for choosing SHI-GS! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address, Quote Number, and applicable Contract Number when submitting a Purchase Order. SHI Government Solutions, Inc. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3695478; DUNS# 14-724-3096

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

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applicable Contract Number when submitting a Purchase Order.

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TAX ID# 22-3695478; DUNS# 14-724-3096**

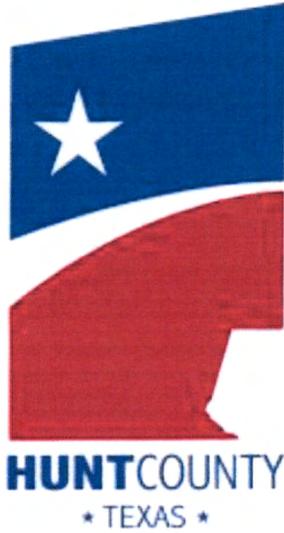
The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

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JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By *J. Lindenzweig*

Hunt County, Texas

Office 365 Server Configuration
&
Onsite Implementation



Statement of Work



Who We Are

AVSANT is a Texas based *IT Consulting and Audio Visual Integration* firm focused on providing strategic assessments and services across many industries. With over a 1,000 assessments and service engagements for private & public organizations alike, our team can identify and deliver process improvements and meaningful savings opportunities regardless the size or scope of the organization.

Proposed Project Scope

AVSANT, will conduct a Software upgrade of the email for Hunt County (“Customer”). In addition, AVSANT will implement new features around the county that include MS Teams, SharePoint along with Business One Drive for remote backup management. The Software upgrade and the Implementation will be completed in 2 separate phases.

Phase 1: The Software Upgrade, will include:

- O365 Account Setup
- Creation of Azure Domain
- Configuration of Microsoft Mail server
- Configuration of Microsoft Spam Filter
- Creation of AD sync with on premise
- Import of Current Mail from Rack Space
- Creation of County Wide SharePoint site
- Creation of County Teams Site
- *Runbook* for adding and managing users

Phase 2: On Site Implementation

- Creation of Individual Office Sites
- Setup of O365 on physical Workstations
- Configuration of Email and Teams for Individuals
- Sync of Current data to One Drive
- Laminated Cheat Sheet for how to use team’s application

Phase 1: Deliverables – Implementation, Reporting, Documentation

A *Technical Summary Report* will be delivered to include:

- Setup of O365 Account
 - Setup of Users
 - Security Setup
 - Application License Assigning
- Creation of Azure domain
 - Setup of sub domain that ties to primary physical server in Hunt County IT Courthouse
 - Setup Sync between domains
- Configuration of Microsoft Mail Server
 - Import of Users from Rack Space
 - Microsoft Mail sync to pull email information from Rack space
 - Configuration of Groups
 - Configuration of Routes
 - Configuration of Individual Policies
 - Setup of Retention policy
 - Setup of security certificates
- Configuration of Microsoft Spam Filtering
 - Follow Default Best practices for security measures
 - Review current Sophos filter and import any custom rules

- Setup of County Wide SharePoint Site
 - Recreation of current Server Share Drives so that the information can live in the cloud for backup and access convenience.
- Setup of County Wide Teams Site
 - Build out of database of all users for accessing the general Hunt County Site and ability to remote call / message individuals logged on.
 - Build of individual office Sub Sites so that each office can have a secure internal documentation sharing service.
- Installation Completion Report Summary
 - *Runbook* for adding and managing users
- Four hours of support and training for after Upgrade
- Pain Points discovered and recommendations for continued health and Integrity

Phase 2: Deliverables – Implementation, Reporting, Documentation

A *Technical Summary Report* will be delivered to include:

- Individual Office Sites
 - Build of individual office Sub Sites so that each office can have a secure internal documentation sharing service.
 - Includes Group office Chat
- Installation of O365 on physical Workstations
 - Setup is for 300 physical station
 - Users will be required to be at their workstations to change their passwords
 - Schedule will be creating after meeting with individual offices.
- Configuration of Email and Teams for Individuals
 - Move current email from a POP account to the new O365 Domain.
 - Upload and remove any local .pst files that may be on the computers
 - Setup Teams Channels and make sure user can access all information
- Sync of Current data to One Drive
 - Setup of Business One Drive on Workstation
 - Setup up sync configuration to back up the following folders to the O365 Cloud
 - Documents
 - Desktop
 - Downloads
 - Pictures
 - Videos
 - Make sure user data is accessible in the secure cloud
- Laminated Cheat Sheet for how to use team’s application
 - To be left at each physical computer that is touched for reference.

Estimated Pricing and Timeline

AVSANT estimates that Phase 1 of this project will take approximately 3 Weeks to complete the implementation and deliver documentation. Phase 2 of the project is expected to take 5 weeks to complete the physical installation of equipment. The scope of this project will cover everything above for a fixed cost of \$21,750.00 including taxes. AVSANT will issue two invoices, one upon completion of Phase 1 in the amount of \$3000.00 and a second at the completion of Phase 2 in the amount of \$18,750.00. Payment is due at time of each invoice. Customer is responsible for all hosting and software costs that are separate from the cost of this proposal.

During the implementation AVSANT may make additional recommendations of software or security procedures that would be an additional cost.

Changes to Statement of Work

The fee estimates and billing quoted in this Statement of Work are good for thirty (30) days from its effective date.

Change Orders

Significant additions or changes to this scope of work during the project that require additional time from AVSANT will require a change order to feature the changed work. This will confirm that changes to this document are agreed to by both AVSANT and Customer.

A change order must contain new activities, deliverables, and costs associated. A change order amends this Statement of Work from the date which the change request is signed by AVSANT and the Customer. Payment for all work up to the date of the change order will be due upon signing of the change order unless otherwise agreed to by Customer and AVSANT. Additional efforts detailed in the change order will be billed at the AVSANT fee structure agreed to in the updated Statement of Work.

Responsibilities of Customer

AVSANT requires the support of Customer staff and management during the duration of this project. This is a cooperative effort and will require limited time from the Customer’s personnel. In addition, AVSANT may require Customer staff to coordinate interviews, meetings, and potential site visits.

Engagement Acceptance

Authorized signatures on this Statement of Work indicates the acceptance of the terms and conditions as specified in this agreement.

Start Date: _____ **End Date:** _____

In Witness Whereof, the parties have caused this Statement of Work to be executed by their duly authorized representatives.

AVSANT

Hunt County, Texas

By: _____

By: _____

Date: _____

Date: _____

Name: _____

Name: _____

Title: _____

Title: _____