



# **CHIPPEWA COUNTY REQUEST FOR PROPOSAL**

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## **Domain, AD, Email & 365 Consolidation & Migration**

**ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS**

**Project Representative: Brian Bartlett, Hardware Operations Analyst  
Chippewa County Information Systems  
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Sault Ste. Marie, MI 49783**

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# CHIPPEWA COUNTY REQUEST FOR PROPOSAL

## Microsoft 365 & Email Migration

### I. INTRODUCTION

Chippewa County seeks proposals/bids from qualified firms, on a competitive basis for: Migration of Two (2) Chippewa county domains, into one. This also includes the migration/consolidation of AD, Microsoft Entra/Office 365 and On-Prem Email to 365 Exchange; Best-cost selection for annual licensing; Refer to page 5. Section II. for a definition of scope and, list of requirements, including II.B. for requisite pricing options.

#### A. Proposal Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Proposal (RFP), using the format provided. Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

Chippewa County Administrator's Office  
ATTN: Kelly Church, County Administrator  
319 Court St.  
Sault Ste. Marie, MI 49783  
(906)635-6330

Requests for information or interpretation of the intent of the RFP are **STRONGLY ENCOURAGED**. Any/all other inquiries must be addressed to:

Chippewa County Information Systems  
ATTN: Brian Bartlett – Hardware Operations Analyst (Project Representative)  
325 Court St.  
Suite 105  
Sault Ste. Marie, MI 49783  
(906)635-6366  
[bbartlett@chippewacountymi.gov](mailto:bbartlett@chippewacountymi.gov)

**Contact with any other Chippewa County personnel regarding this RFP will be considered grounds for elimination from the selection process.**

#### B. Submittal Requirements and Deadline

Each proposal must be submitted timely and can be via carrier, plainly marked "Domain & Email Consolidation" on the exterior or via email with the subject: "**RFP Response Domain & Email Consolidation**" to [bbartlett@chippewacountymi.gov](mailto:bbartlett@chippewacountymi.gov). The submission form (page 7) MUST be included with the proposal, or the bid will be VOID. Please also include any additional, required documents per the RFP. Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this Request for Proposal, the proposal must remain valid for at least sixty (60) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract. **Proposals must be received on or before 2:00 PM EST, August 29th to be considered.**

#### C. Right of Refusal

Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

D. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

E. Independent Price Determination

By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
2. Unless otherwise required by law, the prices that have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

F. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

G. Insurance Requirements. The successful firm will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFP. The firm is responsible for insuring the protection of all persons and property at all times. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. Chippewa County must be included as a separate named insured.

Minimum insurance requirements are as follows:

1. Commercial general liability insurance of limits not less than \$1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.
2. Automobile liability including statutory no-fault coverages, including all owned, non-owned, and hired autos within limits of a minimum of \$1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.
3. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County Clerk stating that the firm has no employees and

will not hire any while working for Chippewa County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County Clerk.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The firm will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

- H. County Liability. Officers, agents and employees of Chippewa County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on behalf of the County. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFQ. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during this engagement, except when such loss or damage is due to the fault or negligence of the County.

## II. MINIMUM SPECIFICATIONS

**PLEASE READ CAREFULLY:** Proposals that fail to meet the minimum specifications, or those determined to exclude important components, features, services, etc... may not be considered. Bidders are **STRONGLY ENCOURAGED** to contact the Project Representative with any questions concerning the specifications PRIOR TO submitting their proposal.

### A. Project Scope:

Chippewa County (Site 1) and Chippewa County Health Department (Site 2) currently operate under separate network domains (Domain A; Domain B). The objective: Migrate Site 2/Domain B to Domain A. Migrate Site 1/Domain A onto 365 Tenant; Migrate Site 2/Domain B from .com to .gov domain

#### Current Status

Connectivity: Site-to-site VPN has been established with plans to switch to a Point-To-Point via local ISP.

Site 1. and Site 2. currently have separate 365 Entra accounts. Site 2. ENTRA/365 is using LDAP with AD; Site 1. is setup expressly for the purpose of acquiring office licensing and Apps for new computer purchases. Only five are actively signed-into and used by one department.

Site 1: 120+ AD Accounts, 220+ On-prem email addresses and 22 lists; (65) 365 accounts (for licensing)

Site 2: 25+ AD Accounts using LDAP for 365; .com Exchange email addresses.

Both Sites: Barracuda Networks cloud for Email Archive and Gateway Security. This must also be connected.

### B. Requirements:

This proposal consists of the following, requiring itemized costs to complete each, listed on page 8. Chippewa County may select one, two, or all items:

#### Item 1 – Domain Consolidation

- Consolidation of Domain A and B into Domain ‘A’
- Quote for (2) 16 Core licenses for Windows Server 2022 and CALs (Site 1 & 2 Hardware)

#### Item 2 – ENTRA/365 Migration & Consolidation

- Migration of Domain A from Office 20XX, to 365 Tenant.
- Migration of Site 1: On-prem Email to 365 Exchange.
- Consolidation of Domain A ENTRA/365, and Domain B (.com) ENTRA/365 into Domain A (.gov)
- Connectivity to Barracuda Network Cloud services.
- Best cost analysis and Consolidation of required licensing for both sites.

#### Item 3 - Backup

- Backup agents for 365 account data

### I. Additional Requirements

- Flexibility to extend timelines to accommodate Department/User schedules.
- Must be vetted with State or Federal Law Enforcement agencies or submit to and pass background checks to work in areas with sensitive information e.g. CJI, HIPPA or under direct supervision with staff.
- Verify Domain health and correct any issues.
- Inventory/Validate AD objects: OU's ; Users; Groups; Computers

- Inventory/Validate Domain Security Policies and GPO's and File Share Permissions
- Validate DNS and Tenant domain information, including:
  - Inventory users and computers for migration
  - Acquisition, Transfer, and Setup of licensing.
  - Configuration of Entra AD Connect.
  - Synchronize Users and Groups to Office365.
- Assist with creation of administrative user account and permissions.
- Configure Exchange services and prepare tenant for email hosting.
- Validate security defaults are enabled and enforced.
- Configure on-prem DNS for Outlook to Office365.
- Configure IMAP email to Office365.
- Creation of shared mailboxes and permissions.
- Creation of organization: mailing lists, public folders, and calendars.
- Synchronize mailboxes and validate data migration.
- Update routing to send all email to and from Office365 through Barracuda Security Gateway.
- Integrate Barracuda Security Gateway and Archiver cloud services with Office365/Exchange environment and SSO.
- Development of procedures for IT staff to migrate and administer accounts; migrate local PST and Autocomplete DAT files (IMAP and POP) including: Calendars, Contacts, Tasks, Folders.
- Testing and validation of function; accessibility; and security.
- Complete decommissioning of old servers (DC's) and on-prem Mail server functionality and dependencies.

### **III. DETERMINATION OF THE BEST BID**

- A. Any purchase resulting from this RFP will be made from respondent whose bid is advantageous to the County. In determining which bid is most advantageous and/or best, the County will consider:
1. The ability, capacity, and skill of the respondent to provide the items as required.
  2. Whether the bidder can fulfill the purchase and provide service promptly without delay or interference.
  3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.

4. The quality of performance of previous engagements with the bidder.
  5. Previous and existing compliance by the bidder with applicable laws and ordinances.
  6. The sufficiency of the financial resources and ability of the bidder to provide the requested server.
  7. The number and scope of conditions attached to the bid.
  8. Any potential conflicts of interest between bidders and the County governing body and staff.
  9. The quality and performance, reputation, of the products being proposed by the bidder.
- B. If all bids received are reasonably equivalent, other than with respect to cost, bidders whose business is located within Chippewa County will be given preference as follows:
1. If bids are taken for items or services for a cost between \$250 and \$2,500, the bid of the Chippewa County vendor may not exceed the lowest bid by more than 5.0%
  2. For bids exceeding \$2500, the bid of the Chippewa County vendor must not exceed the lowest bid by more than 3.0%

**IV. BID AWARD**

Selection of a firm and awarding of a contract will be based upon evaluation by the County, on the criteria listed above.



**CHIPPEWA COUNTY**  
**Microsoft 365 & Email Migration**  
**BID SUBMISSION FORM**

Firm/Individual Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Description	Price
Item 1: Domain Consolidation	
Item 2: ENTRA/365 Migration & Consolidation	
Item 3: Backup Agents	
TOTAL COST	

A list of all applicable costs must accompany the submitted bid.

A signature of official authorized to bind the firm to the provisions of the RFQ:

\_\_\_\_\_  
Typed or printed name and title:

Date \_\_\_\_\_

**Failure to complete this form will be considered grounds for elimination from the selection process.**

**Proposals must be received on or before 2:00 PM EST, August 29th to be considered.**