Office 365 Consulting
Proposal 1115-005
for
Tucson Unified School District
Developed by
HYE TECH NETWORK & SECURITY SOLUTIONS, LLC
Technology, Computer and Network Services SAVE RFP 16-07-21

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1 Project Objectives and Scope

1.1 Objectives

Tucson Unified School District (TUSD) has identified a need for advanced technology consulting assistance to support the District's optimization of its core IT services and messaging infrastructure by implementing Azure Active Directory and Office365 Services. Focus areas include, but are not limited to, the following areas:

- Review of existing Active Directory Structure and assess readiness for Azure AD
- Review of ADFS, DirSync and Azure AD Connect Strategies
- Office365 Provisioning, Licensing, SIS Integration, Class Sites and Libraries, Microsoft Classroom
- Staff Account / Permissions / Group Automation in AD / O365.
- Exchange Hybrid Configuration Plan, Migration Plan for Staff User Mailboxes to Exchange Online.
- SharePoint Migration Plan for TUSD Intranet
- OneDrive Integration and Migration Plan
- Consolidated Single Sign On (SSO) Identities through Azure Active Directory Connect.

Hye Tech proposes the following scope of work to assist TUSD with these initiatives:

1) Review current AD State and provide recommendations for the following:
   a. Structure
   b. Security
   c. Group Policy for Office 365-specific elements

2) Review of existing O365 tenant configuration. Assist with decommissioning synchronizations and objects other than Global Administrators. End-goal is greenfield, or near-greenfield, deployment.

3) Provide consultative assistance with Security and Compliance guidelines based on other like-organizations. Please note, Hye Tech cannot provide legal advice but can simply advise on the capabilities of O365 revolving around security and compliance.

4) Assist IT Department with Office365 Azure Active Directory Configuration, Password Synchronization.

5) Provide Architecture for TUSD SSO for O365 Services based on Azure Active Directory Connect.

6) O365 / SIS integration, build automation processes for provisioning users, maintaining licensing and active accounts.

7) Microsoft Classroom Consulting for the following:

   a. Automation

   b. Role-Based Security

   c. OneNote Class Notebook

   d. Assignments

   e. Workflows

   f. Assess and assist with SIS Integration

8) Assist with rollout planning for Hybrid 2016 Exchange On Premise Servers to support Exchange Online Migration.

9) Provide IT consulting Support to formulate plan for Mailbox Migrations for staff mailboxes.

10) Provide consulting support for rollout of Student Mailboxes.

11) Assist with mitigation of potential Exchange Online integration issues/legacy dependencies

12) Assist with formulation of steps for migration of TUSD Intranet presence to SharePoint Online.

13) Assist with formulation of steps for migration of TUSD file server data, distributed across the district, to OneDrive. This includes methodology planning and assistance, not actual migration of data.

14) Provide consultative assistance for the formulation of a governance and vision plan.

2 Project Approach, Timeline

2.1 Project Approach

The following sections are comprised of detailed descriptions for each task of the project scope, as well as the corresponding estimated work effort.

Task Name	Duration	Start	Finish	Predecessors
TUSD O365	**133 days**	**TBD**	**TBD**	TBD
I. AD Review	**12 days**	**TBD**	**TBD**	TBD
Structure Review	4 days	**TBD**	**TBD**	TBD
Security Review	4 days	**TBD**	**TBD**	TBD
O365-specific GPO Build	4 days	**TBD**	**TBD**	TBD
II. O365 Tenant Review and Cleanup	**3 days**	**TBD**	**TBD**	TBD
III. Security and Compliance Consulting	**5 days**	**TBD**	**TBD**	TBD
IV. Azure Acitive Directory	**8 days**	**TBD**	**TBD**	TBD
Consulting, planning	2 days	**TBD**	**TBD**	TBD
Configuration	1 day	**TBD**	**TBD**	TBD
Knowledge Transfer	1 day	**TBD**	**TBD**	TBD
SSO Consulting, Planning	4 days	**TBD**	**TBD**	TBD
V. CLASSLink, MS Classroom, SIS Integration	**54 days**	**TBD**	**TBD**	TBD
Establish Daily File Drop of Class, Student, Teacher IDs	5 days	**TBD**	**TBD**	TBD
Build Out SQL Server to Support Domain / SIS Sync	2 days	**TBD**	**TBD**	TBD
Setup Group / Fileshare Creation / Management	4 days	**TBD**	**TBD**	TBD
Build Class Site Collection Template for SharePoint Online	3 days	**TBD**	**TBD**	TBD
Microsoft Classroom Consulting and Architecture	12 days	**TBD**	**TBD**	TBD
Test Deployment	3 days	**TBD**	**TBD**	TBD
Deploy into Production	5 days	**TBD**	**TBD**	TBD
Rollout Support, Knowledge Transfer	10 days	**TBD**	**TBD**	TBD
VI. AADConnect	**6 days**	**TBD**	**TBD**	TBD
Build AADConnect Server Instance	1 day	**TBD**	**TBD**	TBD
Setup Initial Sync rules	1 day	**TBD**	**TBD**	TBD
Deploy	2 days	**TBD**	**TBD**	TBD
Support, Knowledge Transfer	2 days	**TBD**	**TBD**	TBD
VII. Hybrid Exchange Consulting and Planning	**10 days**	**TBD**	**TBD**	TBD
On-Premises Architecture Planning	2 days	**TBD**	**TBD**	TBD
Staff Mailbox Migration Plan	2 days	**TBD**	**TBD**	TBD

Student Mailbox Rollout Plan	2 days	**TBD**	**TBD**	TBD
Legacy Dependency Planning	2 days	**TBD**	**TBD**	TBD
Rollout Support, Knowledge Transfer	2 days	**TBD**	**TBD**	TBD
VIII. SharePoint Online Consulting and Planning	**15 days**	TBD	TBD	TBD
Intranet Assessment	4 days	**TBD**	**TBD**	TBD
Migration Plan and Methodology	11 days	**TBD**	**TBD**	TBD
IX. OneDrive Migration Consulting and Planning	**10 days**	TBD	TBD	TBD
Existing File Share assessment	5 days	**TBD**	**TBD**	TBD
Migration Plan and Methodology	5 days	**TBD**	**TBD**	TBD
X. Governance Planning	**10 days**	TBD	TBD	TBD

2.2   Project Timeline

It is estimated that this engagement will start on September 8th and have an estimated duration of 26 weeks. The actual timeline for this engagement will be relative to the project start date, and all dates and durations provided are estimates only.

3   Project Plan, Estimated Costs

Based on our understanding of the client's consulting needs, Hye Tech estimates a total work effort for three consultants that is not to exceed **$78,150** without the express written consent of TUSD School District.

4 Project Governance Approach

4.1.1 Issue/Risk Management Procedure

The following general procedure will be used to manage active project issues and risks during the project:

- Identify: Identify and document project issues (current problems) and risks (potential events that impact the project)

- Analyze & Prioritize: Assess the impact and determine the highest priority risks and issues that will be managed actively

- Plan & Schedule: Decide how high-priority risks are to be managed and assign responsibility for risk management and issue resolution

- Track & Report: Monitor and report the status of risks and issues and communicate issue resolutions

- Control: Review the effectiveness of the risk and issue management actions

Active issues and risks will be monitored and reassessed on a weekly basis. Mutually agreed upon issue escalation and risk management processes will be defined at the outset of the project.

4.1.2 Project Completion

The project is complete when any of the following conditions is met:

1. All of the primary tasks identified within this SOW are delivered and accepted.

2. This SOW is terminated pursuant to the provisions of the agreement.

5 General Responsibilities and Project Assumptions

5.1 General Responsibilities

Delivery of Hye Tech's services depends upon, among other things, the following:

- Customer's involvement in all aspects of the services

- Customer's ability to provide accurate and complete information, as needed

- Customer's timely and effective completion of the responsibilities, as identified herein

- The accuracy and completeness of the Assumptions, identified below

- Timely decisions and approvals by Customer's management

- Customer's completion of site readiness activities (if applicable)

In addition to any Customer activities identified elsewhere in this SOW, TUSD will perform or provide the following:

- **TUSD** will provision working space and services to conduct the Project. This will include a working location that can be secured, meeting facilities for workshop tasks, required server and client hardware, network connection to external internet (internal network connection at **TUSD**'s discretion) and print services.

In performing services under this SOW and the applicable Work Order, Hye Tech will rely upon any instructions, authorizations, approvals, or other information provided by TUSD's Project Manager or personnel duly designated by TUSD's Project Manager.

5.2 Project Assumptions

The services, fees, and delivery schedule for this project are based upon the following assumptions:

- The availability of your representatives to perform their roles on the project team

- Timely availability of the hardware, software, and physical space for work being performed.

- Working days are from Monday to Friday, 10 hours a day, 50 hours a week.