

1. Introduction goes here

2. Scope of work in brief

- 2.1. Supply Microsoft license as per the BOQ
- 2.2. Current environment assessment - Audit/assess current AD and email infrastructure as per industry standard best practices and guidelines
- 2.3. Migrate designated users, mailboxes from G Suite to Office 365
- 2.4. Deploy Office 365 cloud services, options, compliance and security features (options available within respective Office 365 plans)
- 2.5. Migrate on-prem file server to SharePoint online (approx. 3TB of data)
- 2.6. Implement SharePoint online with an Intranet landing page

The awarded bidder must assist the IT team of Ministry of Economic Development (herein referred as MoED) in performing a readiness assessment of the existing infrastructure including gather and document requirements, developing a migration plan and executing against the plan. Bidder must provide services needed to migrate approximately 200 mailboxes to Exchange online with email archiving, eDiscovery, anti-malware and anti-spam filtering capabilities along with fully installed Office experience (Word, Excel, PowerPoint, Outlook, OneNote, Yammer, Teams etc.) for users across PCs, Macs, Windows tablets and iPad® and Android™ tablets, and mobile devices. The goal is to provide a seamless transition to Microsoft Office 365 cloud architecture while maintaining secure and robust access to and from Microsoft cloud services.

3. Details of the current environment

1. No of users to be migrated to Office 365 – 200 (currently on G suite)

Below details will be provided to the winning bidder

2. Endpoint environment details
3. Current on-prem-server setup – AD, secondary AD related details etc.
4. Current network setup – Firewall, Bandwidth, ISP redundancy etc.
5. Current backup/failover mechanism etc.

4. Scope of work expected in detail;

- 4.1. Carry out an assessment on current Active Directory and email infrastructure
- 4.2. Supply Microsoft licenses as per below requirement;
 - 4.2.1. Microsoft 365 Business Basic – 20
 - 4.2.2. Microsoft 365 Business Standard – 160
 - 4.2.3. Microsoft Office 365 E3 – 20
 - 4.2.3.1. All components of the BOQ must be clearly indicated with the description and product ID or SKU from Microsoft
 - 4.2.3.2. Cost breakdown of each component of the BOQ
 - 4.2.3.3. License renewal period and all other associated costs must be indicated clearly

- 4.2.3.4. Must have additional license flexibility with the same price in annual basis per user per Month. Also, there should be flexibility in user Management - Add/Suspend/Remove user on an as required basis. Thus the price for as required basis license must be billed on the next yearly billing circle

4.3. Office 365 deployment

4.3.1. Office 365 Readiness Assessment, Onsite Discovery, and Planning

- Onsite review of client systems to gather and capture information about existing infrastructure
- Identify potential challenges in this implementation and migration
- Recommend a solid communication, project management and training plan
- User identity and account provisioning planning
- Planning considerations to implement directory synchronization
- Exchange Online Planning
- Develop migration strategy
- Identify mailbox size and item counts that will be migrated to Office 365
- Determine mail-enabled applications and plan for configuration
- Conduct bandwidth assessment and propose a bandwidth requirement for the proposed solution

4.3.2. Preparing Environment for an Office 365 Deployment

- Provide training for IT staff and selected department users
- Assist with Domain Verification and Office 365 Registration
- Mailbox quotas and archival/retention policies
- Anti-spam and malware protection
- Configure client computers and end-user experience

4.3.3. Migration and Cutover

- Assign licenses to users
- Migrate and synchronize mailbox data to Exchange Online (IMAP)
- Update DNS to point to Office 365
- Configure Outlook Web Access and Exchange ActiveSync for mobile phones and devices where applicable (at least set of users)
- Perform Post-Migration Service Testing of Office 365 functionality

Fully installed Office experience must be available for 180 users. Enterprise compliance and security features must be introduced for E3 users to support archiving, auditing and eDiscovery, mailbox and internal site search and legal hold capabilities, data loss prevention (DLP) policies.

4.4. SharePoint online setup

SharePoint online must be implemented with below guidelines to provide unified functionality and seamless access to data. MoED wishes to migrate existing on-premises file server data to SharePoint online, approximately 3TB of files.

4.4.1. Provide consultancy for the seamless migration of data from on-prem file server to SharePoint online

- 4.4.2. Consult the MoED IT Team for optimum utilization of all out of the box SharePoint online features
 - 4.4.3. Intranet portal - common landing page must be implemented for all the users with;
 - 4.4.3.1. Enterprise search
 - 4.4.3.2. News - internal and external
 - 4.4.3.3. Announcements
 - 4.4.3.4. Birthday corner
 - 4.4.3.5. Cooperate calendar
 - 4.4.3.6. Discussion Boards
 - 4.4.3.7. Document Sharing
 - 4.4.3.8. Yammer feeds
 - 4.4.3.9. Links for MoED specific internal Apps
 - 4.5. Training and development –
 - 4.5.1. Administrators - Bidder must provide necessary training to manage Microsoft Office 365 portal
 - 4.5.2. Office 365 productivity platform training for end users (for department champions)
 - 4.6. The migration must be seamless to end users of MoED, with a cutover happening on a designated weekend
 - 4.7. Entire scope defined in this document must be in full production upon 25 days of the confirmation/agreement signing
 - 4.8. Post implementation assessment must be carried out upon 3 months of the implementation to ensure success and improvements
5. Proposal submission requirements
- 5.1. This bid is open for only local bidders. If the bidder is pertaining to partner with other companies, details of partnering arrangement (MoU) shall be provided along with the proposal. Partnering organization's competency and experience will be evaluated as a joint approach.
 - 5.1.1. Bidder/partner must be a Microsoft certified partner - shall have authorization from Microsoft for providing requested solutions (Licensing and implementation capabilities)
 - 5.1.2. Bidder/partner must have at least below Microsoft certifications (enclose documentary evidence)
 - 5.1.2.1. Gold or Silver Certification for Cloud Productivity (Core Office 365)
 - 5.1.2.2. Gold or Silver Certification for Messaging (Exchange / Office 365)
 - 5.1.2.3. Gold Application Development
 - 5.1.2.4. Gold Collaboration and Content
 - 5.2. Evidence of previous successful projects
 - 5.2.1. At least 3 nos. of O365 implementation projects with SharePoint intranet - preferably more than 200 users and within Maldives
Supporting documents must be provided – reference letters/ testimonials

- 5.3. Details of the team members assigned for this project demonstrating their expertise and experience
 - 5.3.1. Implementation capability - the bidder should submit CV and Microsoft Transcripts for all resource persons
 - 5.3.2. Project management – team should consist of a certified Project Management professional to govern the project (CV and related details must be attached)
 - 5.3.3. The bidder shall have minimum of 3 design consultants for AD and O365 with redundancy resources. Active Directory and Office 365 team should have minimum of 4 (four) years of experience in designing and implementing similar scale solutions specified in the SOW
 - 5.3.3.1. At least 2 MCSE / MCSA on Cloud Platform and Infrastructure is a must
 - 5.3.3.2. At least 2 MCSE / MCSA on AD is a must
 - 5.3.3.3. At least 2 MCSE / MCSA / MCITP on Office 365 is a must
 - 5.3.4. Resource persons proposed must be Microsoft certified professionals
 - 5.3.5. Project shall be carried out by the resource persons included in the proposal. Changing of project team members upon winning the bid will not be allowed

- 5.4. Other requirements
 - 5.4.1. Updated company profile of primary and partnering companies, and other local certifications like business registrations, GST, etc.

- 5.5. Proposal must consist of
 - 5.5.1. Project management – Project Plan must be included with the proposal highlighting breakdown of each and every important task
 - 5.5.2. Duration - Must be completed and sign off within 25 days of signing the contract (this include supply, installation, testing and all other related components of the project) – timeline proposed are inclusive of weekends and public holidays