

**TOWN OF NEWPORT, NEW YORK
MICROSOFT 365 MIGRATION
REQUEST FOR PROPOSALS**

I. PURPOSE

The Town of Newport (“Town”) is soliciting Proposals (“Proposal”) from qualified IT Teams (“Vendor”) to assist in migrating away from the Town’s current digital environment to the cloud-based platform Microsoft 365 Government.

II. PROPOSAL DUE DATE

The deadline to submit Proposals is: **Friday, July 5, 2024 at 2:00 p.m.**

Proposals shall be submitted to the Town in a sealed envelope labeled “RFP: Microsoft 365 Migration” and delivered or mailed to:

Town of Newport
Attn: Newport Town Clerk
Newport Town Hall
2788 Newport Road
P.O. Box 519
Newport, New York 13416

The Vendor shall provide **one (1) electronic copy** incorporated into a single PDF file for review. The electronic copy shall be submitted as a single .pdf file via email to newportsupervisor@ntcnet.com

III. BACKGROUND

Town Profile

- Staff is not very familiar with Office 365 Exchange and will need training
- Currently there are 9 network users
- Backup is done onsite

IV. SCOPE OF WORK

The Town is seeking to enter into a services contract with a qualified Vendor capable of migrating the Town from our existing environment to Microsoft 365. Below we provide details regarding the existing environment:

- A. Town of Newport environment is as follows and accurate as of May 2024:
 - a. Total emails in use: 9

- b. 5 Desktops, 4 Laptops

Rejection of Proposals

This RFP is not an offer. The Town of Newport reserves the right to reject any or all proposals received as it, in its sole discretion, deems appropriate.

Evaluation of Proposals

The Town will evaluate the responses to the RFP based upon all relevant information, including the information requested and provided in response to this RFP. The Town reserves the right to exercise its discretion in selecting the proposal that best satisfies the interests of the Town of Newport, including that the award of any contract may not necessarily be on the basis of price or any other single factor. The Town reserves the right to issue additional solicitations for proposals and to negotiate prices and contract terms. Vendors may be asked to participate in an interview. Final fees will be negotiated with the most qualified Vendor and shall be based upon a scope of services mutually agreed upon between the Town Board and the selected vendor.

Proposal Format and Requirements

Proposals should contain the following information:

1. **Title Page**: Provide the name of your company, mailing and email addresses, website, telephone number, and name of contact person on a title page.
2. **Letter of Transmittal**: Provide a complete statement regarding the understanding of the project and your interest in working with the Town on the Microsoft 365 migration. A duly authorized officer shall sign the transmittal letter with the right to bind the Vendor submitting a Proposal for consideration.
3. **Firm Background**: Provide information on the size, location, available resources and brief discussion on experiences related to Microsoft 365, and/or the specific task addressed in the Proposal.
4. **Cost Proposal**: Submit a not to exceed total cost for the Migration, inclusive of all costs and expenses. The cost proposal shall include not-to-exceed hourly rates for each category of staff involved.
5. **Supporting Information**: Provide other supporting information that further explains your Vendor's qualifications and ability to complete the migration.

Questions

Any questions can be directed to Town Supervisor Nathaniel Lowell by e-mail only at newportsupervisor@ntcnet.com at least five (5) days prior to the submission deadline.