



City of Powder Springs, GA
Office 365 Email Migration Work Order

Under the Master Services Agreement, dated 8-10-2010

March 13, 2018

Alabama Georgia North Carolina South Carolina Tennessee Virginia

1301 Gervais Street Suite 1800 | Columbia, SC 29201

800.787.1160

1. OVERVIEW OF WORK ORDER

This Work Order is part of, and incorporated into the Master Services Agreement referenced above between Powder Springs, GA and VC3, Inc. and is subject to the terms and conditions of the Agreement and any definitions contained in the Agreement. If any provision of this Work Order conflicts with the Agreement, the terms and conditions of the Agreement shall control unless this Work Order specifically states that a particular term and condition of the Agreement is being amended for the purposes of this Work Order. A detailed description of all of VC3's messaging service offerings is set forth on Addendum "A". Summary of Scope of services and fees

VC3 will provide services to migrate customer on PRTC hosting to Microsoft Office 365 hosting services.

2. SUMMARY OF SCOPE OF SERVICES AND FEES

VC3 will provide the following services listed in Table A. This Work Order shall begin and become effective on _____ (Effective Services Start Date) and shall continue for **<60 Months>** unless terminated in accordance with the terms of the Master Services Agreement.

Powder Springs, GA will be invoiced based on the number of units of each type listed in Table A. The monthly fee is based on the number of supported units of each type listed. Additional services may be added at any time during the life of this contract at the unit rates listed below.

VC3 will audit the customer's usage of units on a monthly basis; for each unit found in excess of the amount listed in Table A, VC3 will increase the monthly fee by the corresponding amount indicated in Table A. Reductions in Units above the minimum threshold will be reflected on the invoice within 30 days of service removal.

Milestone Billing	Milestone Description / Date
Implementation Fee	Invoiced at the signing of Work Order
Monthly Fee (60 Month Term)	Invoicing to begin at Effective Services Start Date

*Refer to Table A for implementation fee and monthly fee amounts

Table A: Fees

Description	Units	Unit Price	Monthly Fee	Annual or One-Time Fee
Hosting Setup ¹	1		\$ -	\$ 9,116.00
Office 2016 Install ¹	75	\$ 65.00		\$ 4,875.00
Office365 Migration Wizard Licences ¹	93	\$ 15.00		\$ 1,395.00
Archiving Migration ¹	0	\$ 15.00		\$ -
Office 365 E3 License ²	0	\$ 17.00	\$ -	
Office 365 Exchange Online Plan 1 Govt ²	0	\$ 3.50	\$ -	
Archiving ²	0	\$ 3.50	\$ -	
Total			\$ -	\$ 15,386.00

1. Implementation Fee

2. Line item will be billed on the VOA agreement

VC3, Inc.

Powder Springs, GA

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

3. ADDENDUM A – DESCRIPTION OF OFFICE 365 EMAIL HOSTING

- i. **Hosting Setup: Initial Email Hosting Setup Fees include the following items**
 - a. Set up of email accounts on the email server (we will provide a spreadsheet of account information required for setup)
 - b. Set up of web mail (browser based access)
 - c. Set up of domain records needed for email access (if DNS managed by VC3)
 - d. Documentation with email client setup instructions

End user email client Setup are not included with the initial setup fees. If these services are needed we can provide them at an additional fee.

- ii. **Office 365 Hosted E-mail Features**

The **Office 365 E-mail** solution includes the following:

- a. Full integration with Microsoft Outlook
 - b. Microsoft Office 2016 suite (no Access)
 - c. Web portal access to e-mail, calendar, and contacts
 - d. Mobile access to e-mail, calendar and contacts
 - e. Install Office on 5 devices (PC, tablet, phone) per user
 - f. 50 GB of data per mailbox
 - g. 90 day local cache of mail ensures fast performance of recent mail
 - h. 30 day backup retention
 - i. Email SPAM and virus filtering
 - j. 150MB attachment limit from Outlook
 - k. 25MB attachment limit from e-mail web access
 - l. Instant Messaging and presence
 - m. 1TB of OneDrive storage per user
 - n. Automatic Sonian archive for all emails that cannot be deleted
- iv. **Domain Name Services (DNS Hosting):** VC3 offers DNS hosting services. VC3 DNS servers are located in geographically disperse areas so your internet records are always available. VC3 will set up the DNS zone on VC3's DNS servers and provide assistance with transferring control of DNS to VC3 servers. Pricing for this service is listed in the pricing schedule.
 - v. **Mobile Device Support:** Mobile device support is required for all users connecting to hosted e-mail from a phone or tablet device. VC3 will provide services to assist with connectivity to users mail only. Support of the hardware or applications on the device is excluded.