# JEFFERSON PARISH
DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

July 13, 2021

**ADDENDUM #2**

**Bid Number: 50-00134903** **Bid Opening Date: July 20, 2021**

**Description of Bid: TWO (2) YEAR CONTRACT FOR A MICROSOFT OFFICE 365 MIGRATION PROJECT FOR THE JEFFERSON PARISH 24TH JUDICIAL COURTS**

## CLARIFICATION:

What is the number of mailboxes, which may be different than number of users due to resource mailboxes for devices, or distribution groups, etc.; to include any that may be on litigation hold Are they any public folders in use, if so, how many? 170

What version of local outlook client is running on the current desktop/laptop devices? 2013

Does the 24th JD Court plan to eliminate App River and move to Exchange Online Protection instead? NO

Is Multifactor authentication is use? If so, which platform? NO

Are their conditional access requirements? NO

Are there devices and/or applications that relay mail through existing exchange system? NO

Is there a completion deadline?

Is the Office 365 tenant already owned by the 24th JDC? YES

Does the 24th JDC require a solution for message encryption? NO ONE IS IN PLACE

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What are the retention requirements for emails? 90 DAYS

Licenses are not clear- Do you need Microsoft 365 G3 or Office 365 G3? Office 365 G3

Do you need 2 years of support apart from Migration? No

******PLEASE SEE ATTACHMENTS WITH ADDITIONAL QUESTIONS AND ANSWERS******

Sincerely,

*Donna M. Evans*
Donna M. Evans
Buyer II

Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of This addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

**This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.**

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678
EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

| Please complete the following sections to the best of your knowledge | |
|---|---|
| **On-Premises Active Directory** | |
| How many Active Directory Forests are in your Topology? | 1 |
| If more than 1 Forest, is there a trust between AD Forests or with a Partner AD Forest? | |
| What is the Number of Active Directory Domains each the Forest? | 1 |
| What is the Active Directory Forest Functional Level? | 2008r2 |
| What is each Active Directory Domain Functional Level? | 2012 |
| What is the current total Active Directory users accounts? | 180 |
| What are the client OS versions present in the directory? | 2012 |
| Do you have direct access to Public DNS for records creation or is it hosted and third party managed? | Third Party |
| **Identity and Authentication** | |
| What is the DNS name of each Active Directory Domain? (this is your native UPNs) | 24thJDC.us |
| Are there additional (non native) UPN suffixes configured? | NO |
| Are users aware of their UPN? (user@company.com) | YES |
| Do users currently use the UPN format for logon into computers or applications? | NO |
| Is there a Microsoft or Third Party solution associated to a specific Active Directory Users' logon format? (SAM or UPN) | NO |
| Is there an Identity Federation solution currently in place? (ADFS, Third Party solution, Hosted solution) | NO |
| If ADFS is deployed, is it 2.0 or 3.0 or Server 2016? | NO |
| If ADFS is deployed, is ADFS Proxy or Web Application Proxy deployed? | NO |
| Are there Bussiness or Compliance reasons that enforce the Authentication of AD Users to be On-Premises only? | NO |
| **Office 365** | |
| Do you currently own an Office 365 Tenant Account? | Yes but not in use |
| If any, what licenses do you own for Office 365? (E1 / E3 / E5 and so on) | G3 and GF3 |
| Do you own any other license? (Visio / Project / EMS / Intune / AD Premium and so on) | NO |
| If an Office 365 Tenant is in use, have you manually created User accounts in it? | NO |
| If an Office 365 Tenant is in use, have you Synchronized User accounts into it? | NO |

| | |
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| If already in sync, are all the AD Domains within the Scope of Synchronization? | NO |
| If you have Synchronized User accounts into Office 365, what tool and version was used to acomplish this? | NO |
| If you have Synchronized User accounts into Office 365, are password hashes being synchronized as well? | YES |
| If an Office 365 Tenant is in use, is Exchange Online in production? | NO |
| If an Office 365 Tenant is in use, are users using OneDrive? | NO |
| If an Office 365 Tenant is in use, are users enabled for Skype for Business? | NO |
| If an Office 365 Tenant is in use, is Sharepoint Online in use? | NO |
| If Exchange Online is in use, are you using "Office 365 Groups"? (AKA Unified Groups, Microsoft Teams) | NO |
| If Exchange Online is in use, are you using Intune for device management? | NO |
| **Exchange Organization - Global Configuration** | |
| What are the Exchange Servers versions present in the Organization, exact service pack and update rollup? | 2013 |
| What is the Exchange Schema Level? | |
| If you have more than one AD Forest, is there more than one Exchange Organization in total? | |
| Are all the Trees and / or Domains within the Forest AD and Schema prepared for Exchange? | |
| Does your Exchange Organization serve accounts in a Trusted Active Directory Forest? (Account / Resource model) | NO |
| Please Describe Exchange Servers and Roles (ex. 2 2010 CAS / HUB - 4 2010 MBX and so on) | All roles |
| How many Database Availability Groups are configured? | 1 |
| Does your Database Availability Group(s) span multiple Datacenters? | NO |
| Is Exchange Federation to Microsoft Federation Gateway currently configured? | NO |
| Is Exchange Hybrid Coexistence with Exchange Online currently configured? | NO |
| If Exchange Hybrid is configured, were the Hybrid Servers deployed for this purpose or were the existing servers used? | NO |
| Are there Exchange Organization Relationships configured to Partner Organizations? | NO |
| Are Exchange Recipient Policies configured with LDAP filters? (common in upgrades from Exchange 2003 version) | NO |
| Are you using Exchange Unified Messaging? | NO |
| If Unified Messaging is in use, it is integrated to OCS / Lync / Skype / Third Party Telephony? | |
| Do users currently connect to Exchange via a Private Network? | YES |
| Is Outlook Anywhere configured and in use? | YES |
| Is there a Reverse Proxy Solution for Exchange Access? | NO |
| Is there a Blackberry Server solution in place? | NO |
| Is there a Mobile Device Management solution in place? If yes, which one? | NO |
| **Exchange Organization - SMTP Service and Message** | |

| | |
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| Are Exchange Edge Subscriptions being used for SMTP flow? | NO |
| Are MX records pointing to a Third Party Hosted Anti-Spam / Anti-Virus Filtering Solution? If yes, which one? | YES - APPRIVER |
| Is Public SMTP flow being routed via a Third Party Appliance for filtering / DLP / Encryption purposes? | APPRIVER |
| Is there a Journaling solution in place? | NO |
| If Journaling is configured, is it Third Party, Exchange stored or both? | NO |
| How many email domains are configured as Accepted Domains by the Exchange Organization? | 1 |
| If more than one email domain is configured, are primary email addresses in several domains or in a single domain? | NO |
| Are there any Accepted Domains configured as Partner / Internal – External relay? | NO |
| Is Autodiscover Service configured for Public Access for all Primary Accepted Domains? | YES |
| Are there non publicly routable SMTP domains configured or present? (i.e. domain.local, domain.pvt, domain.corp) | NO |
| Are there any custom Exchange Address Lists configured? | NO |
| How many Exchange Recipient Policies are configured? | NO |
| **Exchange Organization - Mailbox and Public Folde** | |
| What is the total amount of user mailboxes? | 170 |
| What is the total amount of shared / room / resource mailboxes? | 0 |
| Are there any Service Account mailboxes that require to stay hosted only On-Premises? | 0 |
| What is the total amount of Mailbox Storage for active mailboxes? | 275 gb |
| Is there an Third Party Archive solution in place? If yes, which one? | NO |
| If Third Party Archiving is in use, is it intended to be migrated to Office 365 Archive Mailboxes? | NO |
| If Third Party Archiving is in use, what is the total amount of Archived storage? | NO |
| If Third Party Archiving is in use, Is storage compressed or uncompressed? | NO |
| If Third Party Archiving is in use, how do users access the archive? (i.e. shortcuts, URLs, custom client add in, no end user access) | NO |
| Are Exchange Archive Mailboxes being used? | NO |
| Are Public Folders in use On-Premises? | NO |
| What is the total number of Public Folders? | NO |
| From the total above, how many are Mail Enabled Public Folders? | NO |
| Are Public Folders used actively in the business operations? | NO |
| What is the total amount of Public Folder Storage? | NO |
| **Office Client** | |
| What are the versions of Office client currently in use? | 2016 |
| Are there any Click-To-Run Office clients already deployed? | NO |

| | |
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| Are you planning to deploy Office ProPlus? | YES |
| Are the existing versions of Office up to date with Service Packs or Click-To-Run Builds? | NO |

| | |
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| **General** | What is your current licensing level? Need G3 and GF3 |
| | Is Office365 tenant already build or does the Vendor have to set it up? Tenant is in p |
| | Is there an Azure AD Connect / DirSync server in place? if yes, please specify. Needs t setup |
| | |
| **Migration Specific** | What Migration path to be taken ( Hybrid / Cutover / IMAP? ) Vendor solution |
| | Exchange 2013 or higher ( Hybrid Migration? ) 2013 |
| | Exchange 2010 or below ( Cutover Migration? ) |
| | How many domains are part of the migration? 1 |
| | Are there any time constraints? E.g. Final date for the project? no |
| | Does the Vendor need to prepare/train your service desk for upcoming migration? ye |
| | |
| **AD infrastructure** | Forest Functional Level? 2008 |
| | Domain Functional Level? 2012 |
| | Number of Domain Controllers? 3 |
| | OS version of Domain Controllers with Service Pack? 2012 |
| | Total Number of Active Users? 170 |
| | Is ADFS being used? no |
| | Is MFA being used? no |
| | Is SSO being used? no |

| | |
|---|---|
| **Environment** (2013) | What is your current Email system? ( Exchange/Lotus Domino/Novel Groupwise etc.?) |
| | Email Gateway or Proxy been used and details?no |
| | Is your Email system On Prem or hosted? On prem |
| | Are there any application or business functions that rely on your email system? no |
| | What remote access options are available for the project? Vendor provided |
| | Please specify your External DNS Hosting Provider details. E.g. GoDaddy Third Party |
| | Do you have access to external DNS Server? Third Party but yes |
| | Are there any online meeting and Instant Messaging systems that you plan to migrate? Teams |
| | |
| **Exchange infrastructure** | Number of Exchange Servers? 1 |
| | Exchange Version + Service pack + Roll update? 2013 |
| | Primary SMTP domain? 24jdc.us |
| | Number of Accepted Domains? 1 |
| | Accepted Domain names in case of multiple? 1 |
| | Number of Mailboxes? 170 |
| | Total number of mailboxes to be migrated? 170 |
| | Average size of the user mailboxes? 2gb |
| | Number of Shared Mailboxes? 0 |
| | Total number of shared mailboxes to be migrated? 0 |
| | Average size of the shared mailboxes? 0 |
| | Number of Resources Mailboxes? 0 |
| | Total number of resources mailboxes to be migrated? 170 |
| | Any Public Folders? 0 |
| | Are Public Folders need to be migrated? 0 |
| | Details of Archiving / Backup Systems if any? Axient |
| | How is Email being currently backed up? Veeam |
| | How are Email backups retained? yes |
| | Email Retention period for deleted items and deleted mailboxes? 90 days |
| | Mailbox Quota for users? yes |
| | |
| **Office 365** | Tenant name in O365 portal. |
| | Verified Domains / Domains to be verified. |
| | Are the following M365 apps being used: |
| | Teams yes |
| | SharePoint no |
| | OneDrive no |
| | |
| **Client Versions and Configuration** | Client Operating system. |
| | Office application version on Client machines. 2016 |
| | Mobile versions (Android/IOS mobile devices?) yes |
| | Is ISSQUARED required to upgrade Client versions? no |
| | |

| | |
|---|---|
| **Finalization** | Upgrade to Exchange 2019? no |
| | Upgrade to Exchange 2016? no |
| | Keep Exchange 2013? no |
| | De-commission all Exchange on-premise infrastructure? yes |