



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

BUYER: Walsh, Gail M
 PHONE #: 401-574-8122

CREATION DATE : 15-JAN-15
BID NUMBER: 7549276
TITLE: MIGRATION SERVICES - ZIMBRA & MICROSOFT EXCHANGE TO GOOGLE APPS FOR EDUCATION
BLANKET START : 01-MAR-15
BLANKET END : 30-JUN-15
BID CLOSING DATE AND TIME:12-FEB-2015 02:00:00

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 URI ACCOUNTS PAYABLE
 CARLOTTI ADMINISTRATION BLDG
 75 LOWER COLLEGE ROAD, SUITE 1
 KINGSTON, RI 02881
 US

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 URI SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
 US

Requisition Number: 1395787

Note to Bidders: QUESTIONS CONCERNING THIS SOLICITATION MAY BE E-MAILED TO THE DIVISION OF PURCHASES AT GAIL.WALSH@PURCHASING.RI.GOV NO LATER THAN MONDAY, JANUARY 26, 2015 AT 5:00 PM (ET). QUESTIONS SHOULD BE SUBMITTED IN A MICROSOFT WORD ATTACHMENT. PLEASE REFERENCE THE BID # ON ALL CORRESPONDENCE. QUESTIONS RECEIVED, IF ANY, WILL BE POSTED ON THE INTERNET AS AN ADDENDUM TO THIS SOLICITATION. IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO DOWNLOAD THIS INFORMATION.

Line	Description	Quantity	Unit	Unit Price	Total
1	URI E-Mail to Google Apps for Education Migration per the attached specifications. Dates of Service: Approximately 3/1/15 - 6/30/15 Pricing is requested per account. The University estimates between 1,500 and 5,000 accounts, not to exceed a total of 5,000 accounts.	1.00	Each		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

URI e-mail to Google Apps for Education Migration *Migration Services Bid*

1.0 Background

The University of Rhode Island (URI) seeks bids for the technical services to migrate personal emails, calendars and contact logs for its faculty and staff from the University's on-premise email systems (Zimbra and Microsoft Exchange) to Google Apps for Education.

2.0 Scope of Work

The scope of work for this bid is providing the technical and professional services necessary to migrate data from URI's email systems (Zimbra and Microsoft Exchange) to Google Apps for Education. Data to be migrated is listed in section 2.1. In addition, the scope of work includes technical assistance to URI staff migrating individual accounts as well as direct individual support when URI staff encounters technical problems or issues which require additional expertise.

2.1 Services provided by URI Information Technology Services

- All accounts on Google Apps for Education will be provisioned by URI
- All communications to end users
- All delivery of end user training

2.2 Data items to Migrate

Migration of Data from the on-premise email systems at URI: Zimbra and Microsoft Exchange.

- All email from individual accounts, which includes email accounts associated with a person, department, and organization within URI.
- All calendars associated with migrated email accounts
- All contact logs associated with migrated email accounts
- All attachments to above listed emails and calendars, where not restricted by Google requirements.

2.3 Population to Migrate

2.3.1 All accounts associated with currently active faculty, staff, departments and organizations.

2.3.1.1 Pricing is requested per account. The University estimates between 1,500 and 5,000 accounts, not to exceed a total of 5,000 accounts.

2.4 Migration – Technical

Migration must be conducted from:

- Zimbra accounts on the URI Zimbra server.
- Microsoft Exchange accounts on the URI Exchange server.
- Special departmental email servers residing in the College of Engineering (Engineering and Electrical Engineering servers), Chemistry and Computer Science departments.

2.5 Migration – Support services to URI ITS Help Desk

2.5.1 Support must be provided to URI ITS Help Desk with migrations from email stored on local personal computers not synced with the server, using applications such as: Mac Mail, Outlook, Thunderbird, and Eudora.

2.5.2 Support must be provided to URI ITS Help Desk for individual situations where the Help Desk encounters a technical issue preventing a migration which cannot be resolved by URI resources.

2.5.3 Documentation and Training of URI ITS Help Desk resources for any tasks or communications the Help Desk needs to conduct or provide to the University's end users involved in this migration.

2.5.4 Support services for normal working hours must be associated with standard Eastern Time zone including on-site or remote support.

3.0 Migration Experience Required:

3.1 Vendors are required to have demonstrated experience with migration from Zimbra and Exchange to Google Apps for Education, specifically for a research University. Vendor to provide references of Universities that they have performed migration services for.

3.2 Vendor must have migration tools to transfer the contents of mailboxes and other data to Google Apps.

3.3 Vendor must have remote monitoring tools to assess the progress of the migrations and the associated reporting summaries.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

CAMPAIGN FINANCE COMPLIANCE

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer

may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

**MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND,
DIVISION OF PURCHASES**

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island
Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.