April 7, 2015

Ann Potter, Purchasing Director
City of Sunrise
10770 W. Oakland Park Blvd,
Sunrise, FL 33351

Subject: SharePoint Intranet Migration Proposal

Dear Laurie:

Thank you for the opportunity to spend time with you reviewing the SharePoint initiative for City of Sunrise. We are pleased to present you with our proposal to provide assistance with your SharePoint technology implementation.

The remainder of this letter will outline:

- Why Tribridge
- Project Objectives and Scope
- Project Approach
- Project Assumptions and Deliverables
- Project Staffing and Fees
- Business Practices

Please contact me at 813-287-8887 with any questions. We look forward to the opportunity to work with you.

Sincerely,

David Long
SharePoint Practice Director

Why Tribridge

Tribridge takes a very practical approach to SharePoint implementations. We feel it is better to take advantage of the out-of-the box capabilities of SharePoint than to spend a lot of time and effort developing custom solutions that don't have a large return on investment. Once we have established your base environment, we then work with you to determine the most valuable elements that should be implemented, including business process automation, business intelligence solutions, content management systems, and other advanced capabilities of the platform.

We consider each of our implementations as a work in progress in which we are spending as much time "building" your team as we do building the solution. Training and communications planning are hallmarks of our project methodology. Focusing so much on these two aspects allows us to finish the project with the confidence that your team can continue to develop the implementation with little additional assistance.

We are confident that partnering with Tribridge will help you ensure a successful effort for many reasons:

- Tribridge has been widely recognized by Microsoft for our SharePoint expertise. As a Gold Certified National Partner, we have **access to the training, support and resources** of the world's most successful software company at our disposal.

- Tribridge has **proven our SharePoint capabilities since the inception of the product in 2001**. We have completed hundreds of successful initiatives at enterprise organizations including Adventist Health System, Bell Helicopter, Citrix, Hard Rock Café, Outback Steakhouse, Sunbeam, Transitions, and Lockheed Martin. We also use the technology extensively throughout our firm and with all of our clients to facilitate successful project management collaboration.

- Tribridge has been a participant in Microsoft early adopter programs (PEP and TAP) for the SharePoint platform since 2006. Dave Long, the Director of our SharePoint practice, is a Microsoft Virtual Technical Specialist.

- The Tribridge team maintains individual and company level certifications in SharePoint, Business Intelligence, and Application Development. Every member of our team has at least one SharePoint certification with several team members maintaining all four certifications.

- We offer a dedicated SharePoint helpdesk to ensure you get the maximum benefit from your SharePoint environment after implementation.

Project Objectives and Scope

The objective of this project is to migrate the intranet content into Microsoft SharePoint Server 2013 (SharePoint) serving as the basis of your organization's collaboration portal. Specific objectives of this SOW include:

1. Develop new site architecture for the city intranet.

2. Migrate the existing Intranet sites to SharePoint.

3. Provide training on how to redevelop existing apps to work with SharePoint.

4. Conduct Departmental brainstorming session to identify roadmaps per department.

5. Update system documentation.

6. Conduct training for system administrators and Intranet content managers.

Project Approach

Our approach will be based on Tribridge's proven methodology. It will rely on collaborative discovery sessions and interviews with key representatives within City of Sunrise, combined with Tribridge's expertise in SharePoint, as well as general Knowledge Management and Document Management best practices. The elements of our methodology to be used during this phase are listed below:

- **Project Kickoff** - A brief meeting will be held to introduce the project team and confirm the project's anticipated scope, approach, timelines, and expectations.

Design Phase

- **Intranet Migration Planning Sessions** – We will conduct planning sessions with key members of the City of Sunrise team to determine content migration strategies, site taxonomy, and security needs. The results of the design sessions will include a roadmap for the migration of the Intranet site to the new SharePoint collaboration portal. We will also identify any applications that are a part of the Intranet that will require redevelopment.

- **Departmental Roadmap Sessions** – We will meet with key members of your departments to provide education and conduct brainstorming of ideas that may be implemented with each department's migration to SharePoint. These sessions will allow us to create estimates for each department wishing to implement solutions on SharePoint.

Design Phase Deliverables
- Intranet Site Migration Plan
- Departmental Roadmaps

Build Phase

- **Intranet Site Migration** – Once the core elements have been configured we will migrate the existing Intranet sites to the new platform according to the plan drafted in the previous phase.

Build Phase Deliverables
- Migration of Intranet sites

Training/Testing Phase

- **System Testing** – We will work with key users and subject matter experts to test the functionality of the various elements of the system. Issues identified will be remediated and retested. This testing is also a key part of the knowledge transfer process that will allow your team to begin to take ownership of the solution.

- **Developer Training –** We will conduct basic training on development of SharePoint based solutions to allow your development staff to redevelop any Intranet solutions necessary for the new SharePoint Intranet.

Training/Testing Phase Deliverables
- A fully tested system
- Training for developers
- System documentation including configuration and disaster recovery

Ongoing Activities

- **Status Meetings/Progress Reviews** – Regular review meetings will be conducted each week to review accomplishments, upcoming tasks, project progress as well as address issues and provide ongoing guidance for the project team.

- **Project Management** – We will provide ongoing project management throughout the course of the project to ensure both the City of Sunrise and Tribridge teams are staying on course with the project tasks and deliverables.

Ongoing Activity Deliverables
- Weekly status memos
- Issues & Resolution log
- Project Work plan & Calendar
- Change orders (if necessary)

Project Assumptions

The following assumptions have been made in regard to this arrangement, and they are critical to the success of the project:

1. **Management Commitment** – Our experience shows that successful projects require strong management commitment. Executive sponsorship of this project is essential. It is proven that projects with strong executive involvement go more smoothly, produce expected budget results, and have strong client satisfaction.

2. **Tribridge Team Availability** – In order to provide the strongest team possible to this and every project, Tribridge believes that supporting our team members is a crucial component of our delivery. Therefore, it is important to understand that our team (or individual team members) will not be available at certain times during the expected timeframe of this project to accommodate Tribridge holidays, scheduled Tribridge team meetings, and scheduled team member commitments, training, and/or vacation dates. We will work with you to ensure you are aware of these dates during the course of the project as part of our ongoing planning and status meetings.

3. **Access to Information** – We must have access to all relevant information that might improve the effectiveness of our information gathering and thus add value to the overall project outcome. This relevant information includes appropriate business and strategy documents.

4. **Project Team Commitment** – City of Sunrise has identified, and will make available, appropriate personnel to participate in significant roles in the project including:

   a. Infrastructure/network administration

   b. SharePoint Administrator

   c. Content managers for each area to be designed

   d. Subject matter experts as necessary

5. **Content Managers** – Content managers will be familiar with all security requirements for their area of expertise.

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6. **Content Migration** –Migration of Intranet site content will be performed by Tribridge.

7. **System Environment** – City of Sunrise will provide the required hardware and software to conduct the implementation. We anticipate utilizing the environment built in the initial project. The servers should be configured according to Microsoft specifications for each application.

8. **Custom Web Parts** – To ensure a timely implementation and promote ease of long-term maintenance, we have mutually agreed to use only standard SharePoint functionality. When necessary, City of Sunrise may need to alter existing processes to more easily adapt to the system design. At this time, we have <u>not</u> budgeted time to create custom web parts.

9. **Solution Sites** – Solution sites are specialized collaboration sites that require advanced configuration and potentially include external data and custom programming. These sites typically involve defining requirements and the documentation of business rules. To date we have not determined that a Solution Site is an appropriate tool to meet specific business needs. At this time, we have <u>not</u> budgeted time to design and configure solution sites.

10. **Workflow** – Modeling business processes with workflow can become very complex. We have not identified any specific workflow needs at this time. Should the need for a workflow application be identified during the design phase, we will work with you to determine the appropriate steps. At this time, we have <u>not</u> budgeted time to design and configure workflow.

11. **InfoPath Forms** – InfoPath is a powerful tool used to create rich browser based forms. We have not identified any specific electronic form needs at this time. Should the need for an InfoPath form be identified during the design phase, we will work with you to determine the appropriate steps. At this time, we have <u>not</u> budgeted time to design and develop any InfoPath forms.

12. **Language** – English will be the only language used on the portal for this phase.

13. **City of Sunrise Deliverables** – In order to complete this project within the expected time frame City of Sunrise will need to provide the following deliverables:

    o Production SharePoint environment

    o Project Room/ Workspace

    o Participation in Design Sessions by key stakeholders

    o Approximately 10 hours of time commitment by each Intranet content manager

14. **Site Accommodations** – We will perform the majority of the project tasks on site at your location. Some activities may be conducted at our Tribridge offices if practical.

15. **Status Reporting** – We will keep you informed of our progress throughout the project via formal status meetings. These meetings should be conducted with a steering committee whose

members include those people capable of making decisions related to the implementation. A formal status meeting schedule will be determined prior to the project kick off.

16. **Change Orders** – We will work with you to execute change orders, as appropriate, to clearly communicate additional products or services and the related fees or costs which are outside the scope of this proposal. We will not incur time on out-of-scope items until the change order is approved by your team.

17. **Projected Project Duration** – We expect the tasks outlined in this project to be completed in approximately 3 to 4 elapsed weeks. Once a start date has been set, the project time will be continuous from that point forward unless requested by either party prior to the kickoff. If City of Sunrise requests a delay of the start date, Tribridge will be entitled to receive a cost reimbursement of 60% of the billing rate applicable to Tribridge consultants who are on hold for the period of time between the original start date and the revised start date, unless otherwise agreed to by both parties. If City of Sunrise requests or causes delays after the project has begun, Tribridge will be entitled to receive a cost reimbursement of 60% of the billing rate applicable to Tribridge consultants who are on hold for the period of time the project is delayed, unless otherwise agreed to by both parties. If the total delay aggregates to more than 30 days, Tribridge will have the right to terminate the SOW and City of Sunrise will pay to Tribridge any amounts due hereunder.

18. **Budgeted Fees and Contingency** – At this time we have provided an estimate of the timeline and implementation fees for budgeting purposes. This budget number is derived from the scope, assumptions, and deliverables as outlined in this document. However, there are many unknown elements that may have a significant impact on our ability to meet this budget number, and any changes to the scope and assumptions may impact either the time for completion or the estimated fees, or both.

Project Staffing and Fees

We understand that you will be the primary point person responsible for coordinating City of Sunrise personnel. David Long will have overall responsibility for our participation on this project. Once a start date is confirmed, we will work with you to finalize the Tribridge project team.

We will treat this project as a time and materials engagement and will bill for our actual hours incurred at the state contracted rates below, plus actual out-of-pocket expenses.

Role Description	Contract Role	Hourly Rate	Budgeted Hours	Total
Analysis and Design – Director - Executive	#1200.4	$200	12	$2,400
Mgmt Internet Operations – Senior Manager	#2600.3	$175	21	$3,675
Manager – Systems Software - SharePoint	#2000.3	$155	121	$18,755
Total			154	$24,830

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Billings are performed weekly. Please send all payments to the following address:

Tribridge Holdings, LLC
P.O. Box 538158
Atlanta, GA 30353-8158

Expenses may include: travel costs (mileage driven by our consultants in getting to your location which exceeds their normal commute to/from our office, travel billed at one-half the actual time incurred, airfare, etc.), out-of-town costs (hotels, meal allowances, long distance, etc.), and other out-of-pocket costs (duplicating, courier fees, etc.) as incurred.

Business Practices

Our business terms and conditions have been mutually agreed upon in our Master Services Agreement. Please indicate your agreement to the project outlined in this proposal by signing below and returning a completely executed copy to us. Your signature will constitute a binding agreement between us.

If you are in agreement with these terms and conditions, please indicate by signing below and returning a completely executed copy to us. Your signature will constitute a binding agreement between us.

We appreciate the opportunity to continue to provide our consulting services to City of Sunrise and we are confident that you will recognize significant value associated with our services. If you have any questions regarding these arrangements or the project please feel free to contact me at (813) 287-8887 x1159.

Very truly yours,

TRIBRIDGE HOLDINGS, LLC.

David Long
Director, SharePoint Practice

Acknowledged and Accepted:

City of Sunrise

By: _____   _____
        Ann Potter, Purchasing Director   Date