

**TERMS OF REFERENCE**

**MINIMUM TECHNICAL REQUIREMENTS FOR PROVISION OF GOOGLE APPS FOR EMAIL SERVICES**

**Introduction**

The NEPAD/APRM Kenya Secretariat was established in the year 2002 by a Presidential Executive Order (Gazette Notice No. 6225, The Kenya Gazette, vol. CIV - no. 63). The Secretariat became operational with the appointment of the first CEO in April, 2003.In June 2016 vide Gazette Notice No. 4651, the Government of Kenya merged the National Steering Committee of NEPAD and the APRM Governing Council into one body, the NEPAD / APRM Kenya National Governing Council.

The NEPAD/APRM Kenya Secretariat (NAKS) is a Semi-Autonomous Government Agency (SAGA) currently under the National Treasury and Planning. The Secretariat is responsible for coordinating projects and programmes through the Ministries, Counties, Departments, Agencies and other stakeholders. Its expanded mandate includes promotion of sustainable development and improved governance in Kenya and in the Eastern Africa Region.

**PURPOSE**

Renewal and commissioning of G-Suite emailing services for current and additional licenses.

**SCOPE**

Acquire licenses, Verify domain, Migrate emails, and Configure dual delivery and Configure Mobile devices. Migrate PST's from the server, Conduct Administrator training, Migrate MX records, Commission Email and maintain.

**PROJECT DURATION**

The project implementation period should not exceed 14 calendar days.

**TECHNICAL REQUIREMENTS (Minimum Requirements)**

|  |  |  |
| --- | --- | --- |
| **Specifications** | **Minimum Requirement** | **Bidder Response** |
|  |  | **(Y/N)** |
| **Solution** | Supply of G -Suite licenses for 33 users and |  |
|  | Setup |  |
| **Product Description** | G-Suite Email licenses (Basic for 1 Year |  |
|  | subscription) **33 Users** |  |
| **Mobile Platform** | Mobile email, calendar, mail |  |
| **accessibility** | synchronization |  |
|  |  |  |
| **Email Security** | TLS server-to-server encryption |  |
|  | SSL enforcement for secure HTTPS access |  |
| **Collaboration** | Intelligent Office Suite |  |
| **Storage** | Secure cloud-based file storage per user. |  |
|  | 30GB for 34 Users per year |  |
| **Administration** | Centralized admin console. |  |
| **Adverts** | Ad- Free experience |  |
| **Support** | 24-7 support by phone, email and online |  |
| **Uptime** | 95% and above guaranteed. |  |
| **Migration** | Data migration and Setup |  |
| **Mail recovery** | Recover mails up to 30 Days after deleting |  |
| **PASS/FAIL** |  |  |

**PRICE SCHEDULE**

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Amount** |
| 1 | G-Suite basic licenses for 33 Users with 30GB storage for one year |  |
| 2 | Setup, Migration support and training. |  |
| 3 | Total |  |