

Requirement Overview	<ul style="list-style-type: none">➤ A total of 110 users migrated from Amazon Work mail via IMAP to M365.➤ The average size of the mailboxes is Approx – 50GB.➤ The workload for migration will be Emails.
Scope and Deliverables	<ul style="list-style-type: none">a) Assuming all the single domain mailboxes need to be migrated to a single tenant in M365.b) Find the full name of your current email server.c) Create a list of user's mailboxes.d) Create a list of user mailboxes using admin credentials to access them.e) Connect Microsoft 365 or Office 365 to your email system.f) Create a migration batch and migrate your mailboxes.g) Verify a successful mailbox migration to Microsoft 365.h) Route your email directly to Microsoft 365 or Office 365i) Stop email synchronization.j) Delete the migration batch.k) Perform the test scenarios.l) Documentation (As-built).m) Only email migration will be done
Out of Scope	<ul style="list-style-type: none">a) Office 365 Deployment.b) Office 365 Tenant Setup and configuration.c) User education material/ documents/videos for Office365 usage.d) Migration of any other services and data other than those specified in the requirement section is out of scope.e) Clean up and organize data before migration, more extensive data cleanup or archiving strategies could be separate projects.f) Email performance issues post-migration is out of scope.g) Any issues arising from OEM limitations/bugs, and troubleshooting of the same are out of scope.h) Procurement of licenses, Software, Certificates, Subscription, Bandwidth, etc., for migration is out of scope.i) Scripting, automation, and customization work to automate any of the tasks is out of scope.j) Installation, configuration, and troubleshooting of Operating Systems, third-party applications Networks, and Servers is out of scope.k) Network configuration and establishing network connectivity between on-prem and M365 tenants is out of scope.l) Testing customization or troubleshooting of any third-party applications/tools and their functionality and performance is out of scope.m) Data loss, Security, integrity, permission to data, backup, and restoration of data are out of scope.n) Developing entirely new security policies or making significant changes to existing ones that are not directly tied to the migration process may be considered out of scope.o) Configuring individual devices or email clients for users to connect to new tenants might be handled by users or a separate IT support effort.p) Data Mapping and Transformation: need to transform or map data in specific ways during the migration, such as reorganizing folders or updating metadata, these tasks could be separate from the migration itself.q) Client-side configuration such as Outlook profile configuration is out of scope. Further, client-side/device troubleshooting is out of scope.r) Any Email gateway configuration or support is out of scope.s) Day 2 operations support is out of scope.t) SharePoint migration is out of scope.u) The team's migration is out of scope.v) Clean-up and removal of old domains are out of scope.w) Any Deliverable/Activity not mentioned in the Deliverable section is out of scope for this project (In case the customer adds scope of work, the same is to be discussed mutually and the change request is to be raised by the customer within 24 hours. Any additions to the scope would result in additional time and cost).x) Data backup and restore are out of scope.y) Designing and sizing are out of scope.z) On-site delivery is out of scope.
Assumptions	<ul style="list-style-type: none">a) The hardware for migration will be provided to us.b) The high bandwidth Internet and Power(Electricity) will be provided to us.c) Azure cloud projects need to be created in the target domain to provide permissions to the migration application to fetch and push the data.d) The mode of communication between the customer representative and the RDC representative will be in English.e) All activities mentioned will be conducted remotely by RDC. The Customer will provide all necessary access to the servers and tenants, and related information should be provided to RDC to complete the deliverables successfully. The customer will provide the necessary tools/licenses/connectivity to remotely connect to the environment where the deployment is to be performed.f) Infrastructure, License, Product, Devices (End-points), Access, and Subscription to perform the deployment will be provided by the customer.g) Network Readiness: There is stable network connectivity between the source and target tenants.h) All the Prerequisites and information will be made available by the customer before the commencement of the activities and RDC will only perform the tasks once the prerequisites are in place.i) The customer will ensure that all customer's stakeholders, and users identified are available for the project. The customer will be responsible for interacting with users and customer stakeholders.j) RDC will not be responsible for any existing ongoing issues. Any dependencies in terms of subscription, customer communications, or change requests need to be taken care of by the customer.k) The customer will appoint a SPOC/Project Manager to manage and will be responsible for the customer-owned tasks, users, reporting, escalations, meetings, sign-off, and other needs deemed necessary to complete the project work within the specified project parameters. Customer POC will participate in status meetings and serve as the first point of escalation for any project-related requests or issues.l) The customer Engineer will have the necessary knowledge of the environment and information and the same will be shared with RDC on a timely basis.

	<p>m) Data Integrity: Data in the source tenant is in good condition and not corrupted. Data validation and cleanup may be required before migration.</p> <p>n) RDC will not be responsible for product limitations and known issues/bugs.</p> <p>o) The customer will engage OEM support where advanced technical troubleshooting is required.</p> <p>p) RDC assumes that there are no requirements for a security clearance for performing the project deliverables. If a security clearance or other special staffing consideration is necessary, the customer must inform RDC in advance before commencing the project.</p> <p>q) We require end-user credentials.</p> <p>r) The customer will provide the sign-off once the deliverables are met.</p> <p>s) The project duration for the configuration of the new domain in M365 and the mailbox migration activity is estimated to take 4-5 weeks. The time estimate assumes that the mailbox size is 50 GB (average). However, the actual duration can only be ascertained after testing, if the timeline is expected to exceed the estimate, then additional charges are to be considered.</p>						
Prerequisites	<p>The customer will ensure the below prerequisites are in place before the commencement of the project.</p> <ul style="list-style-type: none">• <u>Licensing and Subscriptions</u>: Ensure that the client has the necessary licenses and subscriptions for both the source and target tenants to accommodate the users and services being migrated.• <u>Access and Credentials</u>: The client should provide administrative access to both the tenant and the Microsoft 365 admin console.• <u>Target Environment</u>: Ensure that the target domain is properly configured and running smoothly.• <u>Backup</u>: The customer must ensure the backup of data before starting the migration.• <u>Network and Connectivity</u>: Ensure stable and reliable internet connectivity to facilitate data transfer between both tenants.• <u>DNS record</u>: Set up required DNS records (MX, CNAME, TXT) to prove domain ownership during the migration setup.• <u>User Communication</u>: Communicate the migration plan and timeline to users well in advance and also provide clear instructions on any changes users might need to make to their email clients or devices after migration.• <u>OEM Technical Support</u>: The client should have Microsoft\Amazon support if needed.						
Commercials	<p>The following details the RDC pricing for delivery of one-time migration outlined in this proposal. This price is valid for 15 days from the date of sharing.</p> <table><tr><th>Description</th><th>RDC Cost - USD</th></tr><tr><td>Base Cost Charge</td><td>\$2356.00</td></tr><tr><td>Total</td><td>\$2356.00</td></tr></table> <p>In words: Two thousand three hundred fifty-six US dollars.</p> <p>Payment Terms:</p> <ul style="list-style-type: none">➤ Taxes as applicable will be charged extra.➤ Full payment is to be made after the completion of the project and within 15 Days from the submission of the Invoice.➤ If the Project activities have been initiated/completed and the customer has been kept on hold for any reason beyond 15 days, then the Invoice will be raised.➤ PO Should be raised on the Ingram Micro Mumbai Location.➤ Once the PO is received, min 7 to 10 working days are required to align the resources and commence the deployment.➤ If any aspects of the project extend beyond the initially defined number of days due to factors beyond the project scope, an additional charge per day will apply.➤ Any errors or omissions in this proposal shall be brought to our notice at the earliest.➤ Project working hours are as per the IST timings.	Description	RDC Cost - USD	Base Cost Charge	\$2356.00	Total	\$2356.00
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