

Great Parks of Hamilton County
 Information Technology Department
 M365 Software Licenses
 Request for Quotes
 January 3, 2022

- Introduction

Great Parks of Hamilton County (GPHC) will be transitioning from locally-installed MS Office 2016 environment to a cloud-based M365 tenant with all associated M365 products (e.g., Teams, SharePoint, SSO, MFA, etc.). This RFQ is for the software license costs. The primary address of GPHC is the Winton Centre at 10245 Winton Road, Cincinnati, OH, 45231. This document shall be made part of the Contractor's proposal.

- Scope of Work – Software Licensing

1. M365 Licensing – GPHC anticipates the purchase of the following licenses and associated quantities but the quantities are subject to change up to +/- 10%.

Licenses	Quantity to Quote	Notes
M365 Enterprise E3	450	Microsoft 365 Apps & Microsoft Mobile Apps; Office 365 including Exchange, OneDrive, SharePoint, MS Teams and limited use of PowerApps & Power Automate; Enterprise Mobility & Security and Windows 10 Enterprise
M365 F3	600	Includes Microsoft Mobile Apps, including Exchange (2GB Inbox), Sharepoint, MS Teams, OneDrive; Enterprise Mobility & Security and Windows 10 Enterprise <ul style="list-style-type: none"> • The above assumes that seasonal/frontline workers at GPHC will utilize a Microsoft 365 F3 license + Defender for Office 365 Plan 1
Defender for Office 365, Plan 1	1050	Knowledge transfer from Contractor to IT staff for Defender management
SharePoint Intranet		Any additional licenses that may be required to transition our current intranet site to be SharePoint based.
Power Apps	100	Training for Power Apps is not considered part of this RFP. License costs only.
Metallic.IO will be used as a 3 rd party backup for Office 365 data	1050	To backup inboxes, calendars, Teams and documents

- Vendor Minimum Requirements

1. Vendor must have minimum of 5 years' demonstrated expertise in knowledge of and selling of all products associated with Microsoft 365 licensing.

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2. It is preferable that the vendor have a purchasing contract with the State of Ohio. If the vendor has a State of Ohio contract, please indicate as such in the proposal.

- Quote Deadline

Quotes are due by Wednesday, January 19, 2022 by 1:00 p.m. Vendor quotes along with a signed and initialed original of this RFP shall be submitted to Laurie Bell, 10245 Winton Road, Cincinnati, Ohio 45231 *or by email* to lbell@greatparks.org. Any questions prior to the proposal deadline should be directed to Laurie Bell by email or by phone at 513-728-3563.

- General Notes

1. All permits and inspections are the responsibility of the Contractor, when applicable.
2. All work shall conform to applicable codes and authorities having jurisdiction. Each Contractor shall secure and pay for all permits, tests, and inspections as required by authorities having jurisdiction for his own work.
3. Work to start on or after January 1, 2022.
4. GPHC IT hours are Monday through Friday, 8:00 a.m. – 4:30 p.m., excluding holidays.
5. Furnish all labor, material and appurtenances necessary for a complete project as outlined in the scope of work, specifications.
6. Great Parks of Hamilton County is tax exempt.
7. All excess equipment and packaging shall be hauled off-site and legally disposed or recycled as determined by GPHC, if applicable.
8. Workmanship shall represent the highest standard of the industry. Guarantee all material and workmanship for a period of one year after acceptance.
9. Great Parks of Hamilton County reserves the right to reject any and all requests for proposals.

- Acceptance of Proposal (Award)

Award shall go to the lowest and best proposal including a pre-determined rating system as reviewed by GPHC IT staff. Prior to acceptance of the proposal and prior to providing software licenses, the Contractor shall furnish proof of the below required documents:

1. New Vendor Form (if applicable, for Finance department purposes)
2. Signed and completed Request for Proposal (page 6-7)
3. Signed and completed Indemnification section (page 5)
4. Initial all pages in the area provided on the footer of each page

- Contract Period

If applicable, the Contract Period shall commence on 1/1/2022 and end on 12/31/2022. During the Contract Period, the Contractor will submit pricing change notification due to mutually agreed upon scope changes, if any. The pricing will be in effect from January 1, 2022 through December 31, 2022 unless Contract is jointly extended in writing.

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- Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless, GPHC, GPHC's consultants, agents and vendors and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party of person described in this section.

In claims against any person or entity indemnified under this section by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they any be liable, the indemnification obligation under this section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Mobile Phone: _____

Email: _____ Fax: _____

Authorized By: _____ Title: _____

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We the undersigned having familiarized ourselves with the site and local conditions and with the Request for Proposal prepared by Great Parks of Hamilton County do hereby propose to furnish all licenses and documentation, materials, tools (if applicable) required for:

Great Parks of Hamilton County
Information Technology Services for
M365 Software Licenses

COMPANY: _____

By (Name, Title): _____

SIGNATURE: _____ DATE: _____

COMPANY ADDRESS: _____

WORK NO: _____ MOBILE NO: _____

E-MAIL ADDRESS: _____

State whether a: Corporation (___); Partnership (___); Sole Proprietorship (___)