



ARA Office 365 IT Services Affinity Program

QUOTE # EA001247 V1

PREPARED FOR

Automotive Retailers Association



P: (604) 408-4415

W: www.dyrand.com

Executive Summary

- Executive Summary

This proposal outlines the option for ARA members to utilize the Microsoft 365 Business toolset and utilize Dyrand for support on an as needed basis. Dyrand will simply invoice the client at the end of each month for time spent working on any issues, which is rounded to 15 minutes and billed at our current hourly rate of \$160/hour.

The Microsoft 365 Business suite of products is designed for small businesses that require the Office 365 Business tools, as well as the additional security set of tools. All details can be found here: <https://www.microsoft.com/en-ca/microsoft-365/business>.



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Subscriptions

Item	Description	Recurring	Qty	Ext. Rec.
	<p>Microsoft 365 Business</p> <p>Microsoft 365 Business For businesses with 1 to 300 users that need the latest desktop Office applications. Desktop version of Office: Outlook, Word, Excel, OneNote, Publisher and PowerPoint, as well as web version. One license covers 5 phones, 5 tablets and 5PC's or Macs per user. Includes Exchange, SharePoint, OneDrive for Business, Skype for Business, Security services, Upgrade to Windows 10 Pro, Device Management capabilities. Monthly Payment</p> <p>**Quantity here would have to match the number of users on the systems**</p>	\$24.30	1	\$24.30

Recurring Subtotal: **\$24.30**

Subtotal: **\$0.00**



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Services

Item	Description	Price	Qty	Ext. Price
	<p>System Specialist Time and Materials</p> <p>System Specialist Time and Materials Hourly Fee</p> <p>Migration of mailboxes from the current provider to Office 365 Hosted Exchange Mailboxes.</p> <p>Where necessary, we will uninstall the previous version of Office and perform the installation of Office 365.</p> <p>Dyrand will provide instructions on how to change the mobile devices to connect to the Office 365 email system.</p> <p>Should existing computers require replacing, Dyrand can provide new hardware and perform the installation but it is not included in this time estimate.</p> <p>The average time to migrate a mailbox, including the time for the administrative setup is approximately 2 hours per user.</p> <p>Additional training and setup can be provided for OneDrive, SharePoint, etc. once the migration is completed. The full scope of training and work would be outlined at that point with the associated costs.</p> <p>**Quantity here will depend on the number of users being migrated**</p>	\$160.00	2	\$320.00

Subtotal: **\$320.00**



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Migration Software

Item	Description	Price	Qty	Ext. Price
	Migration Wiz Mailbox & Deployment Pro Migration Wiz Mailbox & Deployment Pro - Migrates mailbox data and configure users' desktops up to 50 GB per license. **Quantity here would need to match the quantity being migrated**	\$20.00	1	\$20.00

Subtotal: **\$20.00**



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Exclusions

Item	Description	Price	Qty	Ext. Price
	<p>Note</p> <p>Exclusions</p> <p>The project does not include the following out-of-scope items:</p> <ul style="list-style-type: none"> • Migration of Outlook data files (PST) files to Office 365. Local profile attached PST files should be either imported into current mailbox before the migration begins or alternatively be imported into the new Office 365 profile after migration has completed. Dyrand involvement in this task is out of scope and would incur additional labor charges. • Setup/Configuration of any third party email provider profiles. Eg: Shaw, Telus, Gmail etc. • Setup/configuration of Scan to Email function for Printers/scanners/desktops • Setup/configuration of any managed user's smart phones/devices. eg: iPhone, Android etc. Dyrand will provide instructions on how to do this. <p>Constraints</p> <ul style="list-style-type: none"> • There is a 50GB mailbox limit on all Office 365 mailboxes. <p>Assumptions</p> <ul style="list-style-type: none"> • Client has sufficient bandwidth to allow for business hours mailbox migration to Office 365. • Clients computers have sufficient resources to run Office 2016 and Windows 10 Pro, and they must have a valid Windows license to qualify for the upgrade to Windows 10 Pro. • Client has sufficient data limits in place for mailbox migration to Office 365 that will not incur overage charges with existing ISP's monthly plans. • Client's staff will cooperate with Dyrand to allow tools to be installed to facilitate the mailbox migration to Office 365 and reduce business hour impact on end users. 	\$0.00	1	\$0.00

Subtotal: **\$0.00**



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Monthly Services

Item	Description	Recurring	Qty	Ext. Rec.
	<p>On-Demand Workstation</p> <p>Dyrand On-Demand Workstation</p> <ul style="list-style-type: none"> - Automated Desktop Optimization and Management Security Automated Spyware and Adware Removal (Windows) Antivirus Software Management, Licensing and Update (Windows) - Remote Support tools enabling our Service Desk to interactively support your end-users (after your approval). - Online Asset Management (self-administered by client) - Software License Management (self-administered by client) <p>All work performed is billed at our currently hourly rate in 15 minute increments.</p> <p>Note: this also assumes all Office 365 licensing will be placed under Dyrand's CSP platform to enable support through Dyrand. All pricing will stay the same as you would continue to pay to Microsoft.</p>	\$16.00	1	\$16.00

Recurring Subtotal: **\$16.00**

Subtotal: **\$0.00**



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Quote Information:

Prepared for:

Prepared by:

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One-Time Costs

Description	Amount
Subscriptions	\$0.00
Services	\$320.00
Migration Software	\$20.00
Exclusions	\$0.00
Monthly Services	\$0.00
Subtotal	\$340.00
Total	\$378.40

Recurring Expenses Summary

Description	Amount
Subscriptions	\$24.30
Monthly Services	\$16.00
Recurring Subtotal	\$40.30
Recurring Total	\$45.14

All services we provide are governed by our Customer Master Services Agreement. Please request a copy.
If this quote includes rental equipment and you sign this quote, then this quote is a Rental Agreement governed by our Rental Agreement Terms and Conditions. Please request a copy.
Estimates for technical and professional services (i.e., labour) are valid for 30 days, all other quotes are valid for 10 days.
Quotes do not include shipping, handling, applicable taxes or government imposed levies.
Please provide an authorized signature and your Purchase Order # for approval.

Signature

Date