



# ARA Office 365 Managed Services Affinity Program

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QUOTE # EA001246 V1

PREPARED FOR

Automotive Retailers Association



P: (604) 408-4415

W: [www.dyrand.com](http://www.dyrand.com)

## Executive Summary

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### - Executive Summary

This proposal outlines the option for ARA members to utilize the Microsoft 365 Business toolset and utilize Dyrand for support by utilizing our Managed Services offering. Dyrand charges a monthly fee based upon the number of locations and the number of desktops.

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><b>**Quantity here will depend on the number of users being migrated**</b></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"> <li>• 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.</li> <li>• Setup/Configuration of any third party email provider profiles. Eg: Shaw, Telus, Gmail etc.</li> <li>• Setup/configuration of Scan to Email function for Printers/scanners/desktops</li> <li>• Setup/configuration of any managed user's smart phones/devices. eg: iPhone, Android etc. Dyrand will provide instructions on how to do this.</li> </ul> <p>Constraints</p> <ul style="list-style-type: none"> <li>• There is a 50GB mailbox limit on all Office 365 mailboxes.</li> </ul> <p>Assumptions</p> <ul style="list-style-type: none"> <li>• Client has sufficient bandwidth to allow for business hours mailbox migration to Office 365.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	\$0.00	1	\$0.00

Subtotal: **\$0.00**



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## Monthly Services

Item	Description	Recurring	Qty	Ext. Rec.
	<p>Location Managed (Standard)</p> <p>Location Management - Standard Site</p> <p>Includes the management and monitoring of a Dyrand supported firewall (provided separately) and wireless access points.</p>	\$149.00	1	\$149.00
	<p>Managed Workstation</p> <p>Dyrand Managed Workstation:</p> <p>24/7/365 Support:</p> <ul style="list-style-type: none"> <li>- Phone and Remote Control Support</li> <li>- Microsoft Office Support</li> <li>- Emergency After-hours Support</li> <li>- Unlimited On-site Support when unable to repair remotely</li> </ul> <p>Management:</p> <ul style="list-style-type: none"> <li>- Online Asset Management</li> <li>- Online Case Management</li> <li>- Software License Management</li> <li>- Automated Desktop Optimization and Management</li> </ul> <p>Includes:</p> <p>Security</p> <ul style="list-style-type: none"> <li>- Automated Spyware and Adware Removal</li> <li>- Antivirus Software and Management, Licensing and Update</li> <li>- Software Patch Management for Microsoft products</li> <li>- VPN Client Management</li> </ul> <p>Strategic Planning:</p> <ul style="list-style-type: none"> <li>- Executive Report</li> <li>- Quarterly Business Review</li> <li>- Vendor Liason</li> </ul> <p>**Quantity here would need to match the number of computers being managed**</p>	\$59.00	1	\$59.00

Recurring Subtotal: **\$208.00**

Subtotal: **\$0.00**



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Quote Information:

Prepared for:

Prepared by:

Quote #: EA001246  
Version: 1  
Delivery Date: 05/24/2018  
Expiration Date: 06/07/2018

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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
<b>Subtotal</b>	<b>\$340.00</b>
<b>Total</b>	<b>\$378.40</b>

### Recurring Expenses Summary

Description	Amount
Subscriptions	\$24.30
Monthly Services	\$208.00
<b>Recurring Subtotal</b>	<b>\$232.30</b>
<b>Recurring Total</b>	<b>\$260.18</b>

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