

COUNCIL MEETING  
March 27, 2007

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the City Council:**

**SUBJECT: Communications & Information Technology and Police  
Department – Approve a consulting services agreement with  
CorplInfo Services to assist in upgrading the City and Police  
Department's email systems.  
Expenditure: \$37,680.00**

**RECOMMENDATION**

The Information Technology Director and Police Chief recommend that the City Council approve the Consulting Services Agreement with CorplInfo Services, of Los Angeles, CA, to assist in upgrading the City and Police Department's electronic email systems for an amount not-to-exceed \$37,680.00.

**Funding**

Funding is available in the Communications and Information Technology operating budget for FY 2006-2007.

**BACKGROUND**

The Communications and Information Technology Department originally upgraded the City's email server to Exchange 5.5 in 2000. The Police Department implemented and maintains their own Exchange 5.5 email server.

Exchange 5.5 is two versions backlevel of what is current. Until now, Exchange 5.5 met the City and Police Departments e-mail needs. However, in order to meet the growing number of requests for improved remote email access and to take advantage of the many changes now available on communication devices, we must upgrade the City and Police Department's email systems to Exchange 2007. Exchange 2007 will provide a web email interface (remote email access), tighter security with encryption, integration of Windows and mobile cell phones, integrated online fax capabilities, increased storage capacity and better performance.

## ANALYSIS

Exchange 2007's technological design and structure is so dramatically different than Exchange 5.5 that we must first migrate to Exchange 2003 before migrating to Exchange 2007.

To minimize the possibility of an interruption of service, the Communications and Information Technology Department and the Police Department need technical experts to design, plan, and assist in upgrading both email exchange servers. This upgrade is complex in that it will both consolidate and integrate the active email address directories of the City and the Police Department. The City and Police will continue to maintain physically separate email servers but the integration will greatly ease and enhance the synchronization of email and calendaring communication between the two systems.

Therefore, it is recommended that the City Council approve the consulting service agreement to assist in upgrading the City and Police Department's email systems.

Respectfully submitted,



RICHARD SHIGAKI

Information Technology Director

CONCUR:



John J. Neu  
Chief of Police



LeRoy J. Jackson  
City Manager

Attachment A: Master Agreement

## CONSULTING SERVICES AGREEMENT

This CONSULTING SERVICES AGREEMENT (“Agreement”) is made and entered into as of (the “Effective Date”), by and between the CITY OF TORRANCE, a municipal corporation (“CITY”), and CorpInfo Services, Inc., a corporation (“CONSULTANT”).

### RECITALS:

- A. CITY wishes to retain the services of an experienced and qualified CONSULTANT to Assist with migration of messaging systems from Exchange 5.5 to Exchange 2003 and ultimately Exchange 2007.
- B. CONSULTANT represents that it is qualified to perform those services.

### AGREEMENT:

#### 1. SERVICES TO BE PERFORMED BY CONSULTANT

CONSULTANT will provide the services listed in the Scope of Services attached as Exhibit A. CONSULTANT warrants that all work and services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

#### 2. TERM

Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through December 31, 2007.

#### 3. COMPENSATION

- A. CONSULTANT’s Fee.

For services rendered pursuant to this Agreement, CONSULTANT will be paid in accordance with the Compensation Schedule attached as Exhibit B, provided, however, that in no event will the total amount of money paid the CONSULTANT, for services initially contemplated by this Agreement, exceed the sum of \$37,680.00 (“Agreement Sum”), unless otherwise first approved in writing by CITY.

- B. Schedule of Payment.

Provided that the CONSULTANT is not in default under the terms of this Agreement, upon presentation of an invoice, CONSULTANT will be paid monthly the fees described in Paragraph 3.A. above, according to the Compensation Schedule. Payment will be due within 30 days after the date of the monthly invoice.

#### 4. TERMINATION OF AGREEMENT

- A. Termination by CITY for Convenience.

- 1. CITY may, at any time, terminate the Agreement for CITY’s convenience and without cause.

2. Upon receipt of written notice from CITY of such termination for CITY's convenience, CONSULTANT will:
  - a. cease operations as directed by CITY in the notice;
  - b. take actions necessary, or that CITY may direct, for the protection and preservation of the work; and
  - c. except for work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.
3. In case of such termination for CITY's convenience, CONSULTANT will be entitled to receive payment for work executed; and costs incurred by reason of such termination, along with reasonable overhead and profit on the work not executed.

B. Termination for Cause.

1. If either party fails to perform any term, covenant or condition in this Agreement and that failure continues for 15 calendar days after the nondefaulting party gives the defaulting party written notice of the failure to perform, this Agreement may be terminated for cause; provided, however, that if during the notice period the defaulting party has promptly commenced and continues diligent efforts to remedy the default, the defaulting party will have such additional time as is reasonably necessary to remedy the default.
2. In the event this Agreement is terminated for cause by the default of the CONSULTANT, the CITY may, at the expense of the CONSULTANT and its surety, complete this Agreement or cause it to be completed. Any check or bond delivered to the CITY in connection with this Agreement, and the money payable thereon, will be forfeited to and remain the property of the CITY. All moneys due the CONSULTANT under the terms of this Agreement will be retained by the CITY, but the retention will not release the CONSULTANT and its surety from liability for the default. Under these circumstances, however, the CONSULTANT and its surety will be credited with the amount of money retained, toward any amount by which the cost of completion exceeds the Agreement Sum and any amount authorized for extra services.
3. Termination for cause will not affect or terminate any of the rights of the CITY as against the CONSULTANT or its surety then existing, or which may thereafter accrue because of the default; this provision is in addition to all other rights and remedies available to the CITY under law.

C. Termination for Breach of Law.

In the event the CONSULTANT or any of its officers, directors, shareholders, employees, agents, subsidiaries or affiliates is convicted (i) of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of a contract or subcontract; (ii) under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a public consultant or contractor; (iii) under state or federal antitrust statutes arising out of the submission of bids or proposals; or (iv) of violation of Paragraph 19 of this Agreement; or for any other cause the CITY determines to be so serious and compelling as to affect CONSULTANT's responsibility as a public consultant or contractor, including but not limited to, debarment by another governmental agency, then the CITY reserves the unilateral right to terminate this Agreement or to impose such other sanctions (which may include financial sanctions, temporary suspensions or any other condition deemed appropriate short of termination) as it deems proper. The CITY will not take action until CONSULTANT has been given notice and an opportunity to present evidence in mitigation.

5. **FORCE MAJEURE**

If any party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental control, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the party obligated to perform, then that party's performance shall be excused for a period equal to the period of such cause for failure to perform.

6. **RETENTION OF FUNDS**

CONSULTANT authorizes CITY to deduct from any amount payable to CONSULTANT (whether or not arising out of this Agreement) any amounts the payment of which may be in dispute or that are necessary to compensate CITY for any losses, costs, liabilities, or damages suffered by CITY, and all amounts for which CITY may be liable to third parties, by reason of CONSULTANT's negligent acts or omissions or willful misconduct in performing or failing to perform CONSULTANT's obligations under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by CONSULTANT, or any indebtedness exists that appears to be the basis for a claim of lien, CITY may withhold from any payment due, without liability for interest because of the withholding, an amount sufficient to cover the claim. The failure of CITY to exercise the right to deduct or to withhold will not, however, affect the obligations of CONSULTANT to insure, indemnify, and protect CITY as elsewhere provided in this Agreement.

7. **CITY REPRESENTATIVE**

City Representative is designated as the “City Representative,” authorized to act in its behalf with respect to the work and services specified in this Agreement and to make all decisions in connection with this Agreement. Whenever approval, directions, or other actions are required by CITY under this Agreement, those actions will be taken by the City Representative, unless otherwise stated. The City Manager has the right to designate another City Representative at any time, by providing notice to CONSULTANT.

8. **CONSULTANT REPRESENTATIVE(S)**

The following principal(s) of CONSULTANT are designated as being the principal(s) and representative(s) of CONSULTANT authorized to act in its behalf with respect to the work specified in this Agreement and make all decisions in connection with this Agreement:

Travis Lench  
Mark Segal  
Abraham Cortez

9. **INDEPENDENT CONTRACTOR**

The CONSULTANT is, and at all times will remain as to CITY, a wholly independent contractor. Neither CITY nor any of its agents will have control over the conduct of the CONSULTANT or any of the CONSULTANT’s employees, except as otherwise set forth in this Agreement. The CONSULTANT may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of CITY.

10. **BUSINESS LICENSE**

The CONSULTANT must obtain a City business license prior to the start of work under this Agreement, unless CONSULTANT is qualified for an exemption.

11. **OTHER LICENSES AND PERMITS**

CONSULTANT warrants that it has all professional, contracting and other permits and licenses required to undertake the work contemplated by this Agreement.

12. **FAMILIARITY WITH WORK**

By executing this Agreement, CONSULTANT warrants that CONSULTANT (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, CONSULTANT warrants that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services set forth in this Agreement. Should CONSULTANT discover any latent or unknown conditions that will materially affect the performance of the services set forth in this Agreement, CONSULTANT must immediately inform CITY of that fact and may not proceed except at CONSULTANT’s risk until written instructions are received from CITY.

13. **CARE OF WORK**

CONSULTANT must adopt reasonable methods during the term of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and other components to prevent losses or damages, and will be responsible for all damages, to persons or property, until acceptance of the work by CITY, except those losses or damages as may be caused by CITY's own negligence.

14. **CONSULTANT'S ACCOUNTING RECORDS; OTHER PROJECT RECORDS**

Records of the CONSULTANT's time pertaining to the project, and records of accounts between CITY and the CONSULTANT, will be kept on a generally recognized accounting basis. CONSULTANT will also maintain all other records, including without limitation specifications, drawings, progress reports and the like, relating to the project. All records will be available to CITY during normal working hours. CONSULTANT will maintain these records for three years after final payment.

15. **INDEMNIFICATION**

CONSULTANT will indemnify, defend, and hold harmless CITY, the City Council, each member thereof, present and future, its officers, agents and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages whatsoever, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be caused and regardless of the responsibility for negligence. The obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of CONSULTANT, its officers, employees, agents, subcontractors or vendors. It is further agreed, CONSULTANT's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of CITY, the City Council, each member thereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of CITY, its officers, employees or agents. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and CITY, as to whether liability arises from the sole negligence of the CITY or its officers, employees, agents, subcontractors or vendors, CONSULTANT will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely negligent. CONSULTANT will not be entitled in the event of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

16. **NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES**

No officer or employee of CITY will be personally liable to CONSULTANT, in the event of any default or breach by the CITY or for any amount that may become due to CONSULTANT.

**17. INSURANCE**

- A. CONSULTANT must maintain at its sole expense the following insurance, which will be full coverage not subject to self insurance provisions:
1. Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
    - a. Primary Bodily Injury with limits of at least \$500,000 per person, \$1,000,000 per occurrence; and
    - b. Primary Property Damage of at least \$250,000 per occurrence; or
    - c. Combined single limits of \$1,000,000 per occurrence.
  2. General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
  3. Professional liability insurance with limits of at least \$1,000,000 per occurrence.
  4. Workers' Compensation with limits as required by the State of California and Employers Liability with limits of at least \$1,000,000.
- B. The insurance provided by CONSULTANT will be primary and non-contributory
- C. CITY, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insured under the automobile and general liability policies.
- D. CONSULTANT must provide certificates of insurance and/or endorsements to the City Clerk of the City of Torrance before the commencement of work.
- E. Each insurance policy required by this Paragraph must contain a provision that no termination, cancellation or change of coverage can be made without thirty days notice to CITY.

**18. SUFFICIENCY OF INSURERS AND SURETIES**

Insurance or bonds required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "B+" or better in the most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to CITY, the CONSULTANT agrees that the minimum limits of any insurance policies or performance bonds required by this Agreement may be changed

accordingly upon receipt of written notice from the Risk Manager; provided that CONSULTANT will have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of CITY within 10 days of receipt of notice from the Risk Manager.

**19. CONFLICT OF INTEREST**

- A. No officer or employee of the CITY may have any financial interest, direct or indirect, in this Agreement, nor may any officer or employee participate in any decision relating to the Agreement that effects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly interested, in violation of any law, rule or regulation.
- B. No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any way pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal.

**20. NOTICE**

- A. All notices, requests, demands, or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:
1. Personal delivery. When personally delivered to the recipient: notice is effective on delivery.
  2. First Class mail. When mailed first class to the last address of the recipient known to the party giving notice: notice is effective three mail delivery days after deposit in an United States Postal Service office or mailbox.
  3. Certified mail. When mailed certified mail, return receipt requested: notice is effective on receipt, if delivery is confirmed by a return receipt.
  4. Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account: notice is effective on delivery, if delivery is confirmed by the delivery service.
  5. Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice: notice is effective on receipt. Any notice given by fax will be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

6. Addresses for purpose of giving notice are as follows:

CONSULTANT: CorpInfo Services, Inc.  
2050 S. Westgate Ave.  
Los Angeles, CA 90025

Fax: 310-442-3201

CITY: City Clerk  
City of Torrance  
3031 Torrance Boulevard  
Torrance, CA 90509-2970  
Fax: (310) 618-2931

- B. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified, will be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.
- C. Either party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

**21. PROHIBITION AGAINST ASSIGNMENT AND SUBCONTRACTING**

This Agreement and all exhibits are binding on the heirs, successors, and assigns of the parties. The Agreement may not be assigned or subcontracted by either CITY or CONSULTANT without the prior written consent of the other.

**22. INTEGRATION; AMENDMENT**

This Agreement represents the entire understanding of CITY and CONSULTANT as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except in writing signed by both parties.

**23. INTERPRETATION**

The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

**24. SEVERABILITY**

If any part of this Agreement is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the Agreement will remain in full force and effect.

**25. TIME OF ESSENCE**

Time is of the essence in the performance of this Agreement.

**26. GOVERNING LAW; JURISDICTION**

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

**27. COMPLIANCE WITH STATUTES AND REGULATIONS**

CONSULTANT will be knowledgeable of and will comply with all applicable federal, state, county and city statutes, rules, regulations, ordinances and orders.

**28. WAIVER OF BREACH**

No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default will impair the right or remedy or be construed as a waiver. A party's consent or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this Agreement.

**29. ATTORNEY'S FEES**

Except as provided for in Paragraph 15, in any dispute, litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party will be awarded reasonable attorney's fees, together with any costs and expenses, to resolve the dispute and to enforce any judgment.

**30. EXHIBITS**

All exhibits identified in this Agreement are incorporated into the Agreement by this reference.

**31. CONSULTANT'S AUTHORITY TO EXECUTE**

The person(s) executing this Agreement on behalf of the CONSULTANT warrant that (i) the CONSULTANT is duly organized and existing; (ii) they are duly authorized to execute this Agreement on behalf of the CONSULTANT; (iii) by so executing this Agreement, the CONSULTANT is formally bound to the provisions of this Agreement;

and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the CONSULTANT is bound.

CITY OF TORRANCE  
a Municipal Corporation

CorpInfo Services, Inc.  
A corporation

\_\_\_\_\_  
Frank Scotto, Mayor

By: \_\_\_\_\_  
Signer  
Title

ATTEST:

\_\_\_\_\_  
Sue Herbers  
City Clerk

APPROVED AS TO FORM:  
JOHN L. FELLOWS III  
City Attorney

By: \_\_\_\_\_

Attachments:      Exhibit A      Scope of Services  
                         Exhibit B      Compensation Schedule

Revised:      1/30/01

**EXHIBIT A**  
**SCOPE OF SERVICES**





# **The City of Torrance Exchange Organizational Upgrade and Migration Proposal**

March 2007

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## Executive Summary

CorpInfo Services ("CIS") is pleased to prepare this proposal detailing its approach in planning, developing, and implementing a Microsoft Exchange Server 2007 for The City of Torrance ("The City"). This document will assist The City in understanding CIS' capabilities to support their internal project efforts.

As one of the largest and most experienced technology consulting and services firms in Southern California, CorpInfo Services will ensure The City success in this endeavor. Our large-scale enterprise program management experience, technical teams, proven methodology and commitment to rapid deployment will make CIS the City's partner of choice.

As a mature systems integrator, CIS understands that the design solution for Exchange is not solely dependent on technical requirements but also non-technical factors that can influence design models. Our vast experience will assist The City to define the best design for their enterprise.

## Assumptions

- The City's current environment is stable with no connectivity issues
- Clients will remain on Outlook 2003 and will not migrate to Outlook 2007
- The City has a stable Active Directory infrastructure suitable for the Exchange infrastructure.
- The City is responsible for the procurement of all hardware and software required for the project, including Exchange servers and proxy infrastructure.
- The City is responsible for installation and configuration of Exchange backup and anti-virus applications
- The City will provide resources for the duration of the project to work with CIS consultants
- The City's staff will provide CIS with access to their infrastructure, servers and network
- The City will provide CIS consultants with any needed domain/environment knowledge in a timely manner
- The City will provide working areas equipped with network connectivity and telephone for the CIS Consultants
- The City will identify and resolve resource mailboxes and orphaned mailboxes (i.e. one mailbox for each user) prior to the engagement
- The scope of this project is limited to the migration and decommission of one (1) Exchange 5.5 organization with two (2) sites; the City will consolidate three (3) sites into two (2) sites prior to the project
- All clients and workstations will be joined and authenticating to the Active Directory forest.
- CIS will not be responsible for migrating third party connectors installed on Exchange 5.5 (e.g. Blackberry, RightFax, etc).
- CIS will not be responsible for upgrading/migrating the COT NT4 or AD environment

- Users will be limited to 500MB mailboxes
- The City will consist of two (2) backend servers; one for the police and one for the city

## **Project Phases**

### **Phase I: Discovery (Deliverable – Vision Scope Document)**

CorpInfo Services proposes the following tasks for the Discovery Phase:

- Initial Planning
  - Identify and assign team members
    - Assign roles and responsibilities
    - Define skill sets needed from The City's internal staff
  - Create the project structure
    - Tasks and deliverables
    - Identify project dependencies
    - Identify project critical success factors
    - Define baseline project schedule
    - Define and develop
      - Rules of engagement
      - Project expectations
  - Develop solution strategy
  - Develop project plan with appropriate resource allocation percentages from CIS Staff and The City's Staff
- Assessment
  - Analyze and review The City's current infrastructure
    - Organizational Structure
    - Future Organizational Growth
    - Geographical Layout of the Organization
    - Network Infrastructure
      - Directory Services and NOS Infrastructure
      - Directory Enabled Applications
      - DNS Infrastructure
      - DHCP Infrastructure
      - WINS Infrastructure
      - Messaging Infrastructure
      - Other Related Network Infrastructures
      - Naming Conventions
      - Administrative Model
      - Security Model
    - Bandwidth and Latency
    - Current Usage
    - Software applications and hardware devices

### **Phase II: Planning and Design (Deliverable – Functional Spec., Project Plan)**

CIS understands the criticality of the Design and Architecture Phase during this project. CIS is prepared to lend its experience and field expertise to The City by assisting in the development of a solution design which will result in a stable infrastructure that can be implemented with minimal disruption to The City's network computing environment.

- Functional Requirements (messaging, directory, co-existence)
- Architecture
  - Messaging Architecture
  - ActiveSync/OWA design and implementation
  - Server roles
  - Administration model
- Define an Migration/Deployment Strategy based on best practices
- Prepare Architectural Design Document and Master Project Plan
- Baseline Project Plan

### **Phase III: Development (Deliverable – Working Solution in lab)**

- Identify Requirements for Test Lab
- Design the Test Lab
  - Physical Build and setup
  - Hardware and OS Installation
- Implement designed solution in the test lab
  - Exchange
- Develop test plan based on migration planning and procedures
- Perform Testing \*
  - Functionality Testing
  - Integration Testing
  - Authentication Testing
    - Users
    - Workstations
    - Applications
  - Co-existence Scenario Testing
  - Upgrade and migration Scenario Testing
  - Remote sites and remote user network resource sharing
- Deployment Task List ( Step-by-step documentation on the roll out to production)
- Finalize Migration Schedule/Deployment Plan (dependent upon approach)
- Training
  - Migration operational process and procedures

\* Depending upon the level of acceptable risks, the testing phase varies for each client. The basic tests will only include those areas directly associated with Active Directory and/or Exchange. These areas include DNS, WINS, DHCP, and migration processes. All other testing, including, but not limited to, remote access, terminal services, unified messaging, antivirus/content filtering etc. will be the sole responsibility of The City.

### **Phase IV: Deployment (Deliverable – Deployed Solution)**

- Build out production infrastructure
- Pilot Exchange Server 2003
- Migration and decommission of two (2) Exchange 5.5 sites (~850 mailboxes for the City and 200 mailboxes for the Police)
- Pilot Exchange Server 2007
- Migration and decommission of Exchange 2003 servers to Exchange 2007

## Hardware/Software Recommendations

Exchange 2007 Client Access server (City and Police shared)	<p>Existing server provided by The City</p> <ul style="list-style-type: none"> <li>• Windows 2003 R2 Standard 64-bit</li> <li>• Exchange 2007 Standard</li> <li>• 2 Dual-Core Processors 64-bit</li> <li>• 4GB RAM</li> <li>• Storage RAID 1+0 (4 drives) – enough to handle OS and Exchange installation, no data storage required</li> </ul>
Exchange 2007 Hub Transport Server (City and Police shared)	<p>Existing server provided by The City</p> <ul style="list-style-type: none"> <li>• Windows 2003 R2 Standard 64-bit</li> <li>• Exchange 2007 Standard</li> <li>• 2 Dual-Core Processors 64-bit</li> <li>• 4GB RAM</li> <li>• Storage RAID 1+0 (4 drives) – enough to handle OS and Exchange installation, no data storage required</li> <li>• Exchange 2007 Mailbox (COT)</li> </ul>
Exchange 2007 Mailbox server (City)	<p>Existing server provided by The City</p> <ul style="list-style-type: none"> <li>• Windows 2003 R2 Enterprise 64-bit</li> <li>• Exchange 2007 Enterprise</li> <li>• 2-4 Dual-Core Processors 64-bit</li> <li>• 8GB RAM</li> <li>• Storage RAID 1 for system OS; RAID 1 for transaction logs; RAID 5 for data partition (RAID 1+0 would be preferable for data but storage space is a consideration)</li> </ul>
Exchange 2007 Mailbox server (Police)	<p>Existing server provided by the Torrance Police</p> <ul style="list-style-type: none"> <li>• Windows 2003 R2 Enterprise 64-bit</li> <li>• Exchange 2007 Enterprise</li> <li>• 2-4 Dual-Core Processors 64-bit</li> <li>• 8GB RAM</li> </ul>

## Pricing

The pricing that follows is based upon information gathered from The City and the assumptions that are contained previously in this document. The pricing contained in the following tables are based upon the assumption that all of the outlined tasks will be performed as a single project. In the event that The City determines that a section over the overall project will be omitted, pricing for that section becomes void.

Phase	Details	Time (hrs)
Discovery	Review environment	8
Planning and Design	Generate planning and design deliverable Recovery scenarios Communications plan Establish timeline Define resources/roles	32
Development	Establish requirements Build lab environment Execute test procedures Establish processes Refine migration plan Burn-in and validate new hardware	40
Deployment	Build Exchange backend server Build Exchange front end server Directory synchronization Public folder synchronization Backup/recovery Migrate and validate pilot mailboxes * Migrate and validate production mailboxes Decommission first 5.5 site/servers	96
Knowledge transfer	Generate documentation Review migration processes	16
Project Management	Project Plan <ul style="list-style-type: none"> <li>• Activity sequencing and planning</li> <li>• Resource planning</li> <li>• Time estimation</li> <li>• Scheduling</li> <li>• Budgeting</li> <li>• Monitor timelines</li> </ul> Risk Management <ul style="list-style-type: none"> <li>• Risk analysis</li> <li>• Remediation</li> </ul> Team Management <ul style="list-style-type: none"> <li>• Weekly status meeting</li> <li>• Status reports</li> <li>• Liaison between City of Torrance and CIS project team</li> </ul>	40

Total project hours		232 Hours
Total Senior Consulting Hours		192 Hours
Senior consultant hourly rate		\$165
Total Project Management hours		40 Hours
Project manager hourly rate		\$150
<b>Total</b>		\$37,680

- Migration of mailboxes after pilot mailboxes will be performed by The City

**EXHIBIT B****COMPENSATION SCHEDULE**

**The project is not-to-exceed \$37,680.00. Invoices for payment can be submitted upon completion and acceptance at each phase:**

**Phase I: Discovery (Deliverable – Vision Scope Document)**

**Phase II: Planning and Design (Deliverable – Functional Spec., Project Plan)**

**Phase III: Development (Deliverable – Working Solution in lab)**

**Phase IV: Deployment (Deliverable – Deployed Solution)**

<b>Senior consultant hourly rate</b>	<b>\$165</b>
<b>Project manager hourly rate</b>	<b>\$150</b>

