



**Date:** July 26, 2019

**To:** All Potential Proposers

**Subject:** ADDENDUM #1 Office 365 Tenancy Provisioning, Configuration and Migration Services Request for Proposals

The Juvenile Welfare Board's RFP for Office 365 Tenancy Provisioning, Configuration and Migration Services is modified as follows. Note that the old language is struck through and new language is indicated by **red bold font**.

**1. Section 1.12, AWARDS AND AGREEMENT**

Modify section as follows:

Award of the contract shall be made by the Chief Executive Officer or the Board, based on award amount, to the responsible and responsive Proposer who submits the Proposal which best meets the evaluation criteria. The contract shall be awarded with reasonable promptness by appropriate written notice.

JWB shall publicly post the formal award on JWB's website no less than three full business days after the decision to award the agreement is made. Additionally, all Proposers will be sent an email with the notice of award to the email address provided in the Proposal. Should the recommended award exceed \$50,000, JWB's Board will take action to award. If the award is \$50,000 or less, the award decision will be made by JWB's Chief Executive Officer.

Upon notice the Proposer will execute and enter into a formal contract that is satisfactory to the Proposer and the Juvenile Welfare Board. The contract term shall be from October 1, 2019 through March 31, **2020**.

**2. SECTION 2.8 CONSULTANT QUALIFICATIONS**

Modify section as follows:

- The company must have completed three (3) or more implementations that include Microsoft O365 tenant setup and mailbox migration from an exchange server.

- The lead consultant must be a Microsoft O365 Certified Solutions Associates or **passed both the MS200 exam and the MS201 exam**, and have completed (10) or more implementations that include Microsoft O365 tenant setup and mailbox migration from an exchange server.

All other requirements, terms and conditions of the RFP remain unchanged. Questions regarding this RFP shall be directed to [rfp@jwbpinellas.org](mailto:rfp@jwbpinellas.org).

Receipt and acceptance of an RFP addendum is to be acknowledged by signing and returning this document with the proposal. Failure to do so may subject your proposal to rejection.

I certify receipt of the addendum.

_____	_____	_____
Company Name	Authorized Signature	Date