

## Description

### **LOCATIONS IN SCOPE**

**Main:** 502-907 Mahogany Way, Susanville CA 96130 US

### **EXECUTIVE SUMMARY**

Spalding Community Services District is requesting a Microsoft 365 government email migration for 13 users, including tenant setup, email migration, MFA configuration, and support for .gov domain-related changes.

### **SOLUTION DESCRIPTION**

VC3 will create and configure the Microsoft 365 tenant, migrate user email services, and apply MFA for improved account security. The project will also include .gov domain configuration, GoDaddy defederation, and migration of any orphaned SharePoint and OneDrive data identified during the process. - Set up the Microsoft 365 tenant and required licensing for 13 users. - Migrate email services and configure the .gov domain as the primary address. - Configure MFA and validate post-migration access for users.

### **VC3 RESPONSIBILITIES**

- Plan and coordinate VC3 resources for the execution of project activities.
- Purchase and configure all required hardware/licensing.
- Provide post-deployment support to the client users as required.
- Work with the primary contact to identify test users and, if applicable, test cases prior/post deployment.
- Develop communication and/or guide and documentation material for end users as required.

### **CLIENT RESPONSIBILITIES**

- Designate a business leader who will act as the primary contact for this project.
- Assist with scheduling and communicating project activities to staff.
- Coordinate with third party vendors.
- Client will be required to submit a survey in response to the project.

### **OUT OF SCOPE**

The Company is responsible to perform only the Services described in this Statement of Work Agreement. Any additional services discussed or implied that are not defined explicitly by this SOW will be considered out of scope. All services requested outside of this SOW as detailed above will require a "Change Order" before any services are performed. "Change Order" must be agreed upon by all parties and signed.

### **CHANGE REQUESTS**

Any task not explicitly listed in "In-Scope Deliverables" will be handled via written Change Request, with impact to project plan, budget and schedule documented prior to execution.

Description

## **CHANGE APPROVALS**

Change Requests are presented by VC3 PM to MST stakeholders for approval; upon signature, the project plan, budget and schedule will be updated.

## **COMMUNICATION MANAGEMENT**

- The Project Manager will provide regular status updates to the client team to review progress and track deliverables.
- Updates will be provided to all stakeholders through various communication methods to ensure continuous alignment.

## **Scope of Work**

### **IN-SCOPE SERVICES**

#### **Project Management**

VC3 will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning.

These activities will include:

- Project kickoff meeting to define project resources and timeline
- Documentation of scheduled project activities
- Weekly Project Status meetings and documented updates as needed
- Coordination of VC3 and Spalding Community Services District schedules to ensure successful implementation
- Project closure documentation to formalize end of project

#### **Implementation Phase**

- Client Meetings/Communications
- Covers project kickoff, coordination meetings, migration updates, client communications, and project closeout discussions.
- Microsoft 365: Email Migration Full Service - 1 - Staging
- Covers planning, preparing, migrating, and validating user mailboxes into Microsoft 365, including mail flow and post-migration support.
- Microsoft 365: Email Migration Full Service - 2 - Core
- Microsoft 365: Email Migration Full Service - 3 - Post Cutover
- Microsoft 365: Configure MFA - 1 - Staging
- Covers configuration of multi-factor authentication policies, user enablement, enrollment support, and validation of secure sign-in.
- Microsoft 365: Configure MFA - 2 - Core
- Microsoft 365: Configure MFA - 3 - Post Cutover

#### **Out of Scope**

**Description**

Specific examples from this project may be listed below.

- There are no specific Out of Scope for this project.

**Key Assumptions**

The key assumptions for this project are:

- There are no specific Key Assumptions for this project.

**Key Risks**

Key risks for this project are:

- There are no specific Key Risks for this project.

**Deliverables**

The Company will have completed its responsibilities to this Statement of Work when the following deliverables are complete:

- There are no specific Deliverables for this project.

- Hardware/Software

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	BitTitan User Migration Bundle - License - 1 User		\$22.00	13	\$286.00

**Subtotal: \$286.00**

- Recurring Services

Thumbnail	Product Description	Comment	Recurring Option	Recurring	Qty	Ext. Recurring
	Microsoft 365 G3 (Governmental Community Cloud Pricing) - NCE Monthly Commitment		Monthly	\$37.80	5	\$189.00
	Office 365 G1 (Governmental Community Cloud Pricing) - NCE Monthly Commitment		Monthly	\$10.50	7	\$73.50

**Subtotal: \$262.50**


**Subtotal: \$0.00**

- Labor

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Labor - Fixed Fee - Setup, Installation, Configuration & Project Management		\$6,611.30	1	\$6,611.30

Subtotal: **\$6,611.30**

**Service Ticket #5084311 - 2026.04 - PFF - Gov Email Migration**

	<p><b>Prepared by:</b>  <b>VC3</b>                  Krissy Goins                  218-336-2327                  quotes.Kristine.Goins@vc3.com</p>	<p><b>Prepared for:</b>  <b>Spalding Community Services District</b>                  502-907 Mahogany Way                  Susanville, CA 96130                  General Manager                   generalmanager@spaldingcsd.org</p>	<p><b>Quote Information:</b>  <b>Quote #: KG018471</b>                  Version: 1                  Delivery Date: 06/20/2026                  Expiration Date: 07/18/2026</p>
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**Quote Summary**

Description	Amount
- Hardware/Software	\$286.00
- Recurring Services	\$0.00
- Labor	\$6,611.30
<b>Total:</b>	<b>\$6,897.30</b>

**Recurring Summary**

Description	Amount
- Recurring Services	\$262.50
<b>Total:</b>	<b>\$262.50</b>

- Applicable taxes & Environmental Surcharges will be added.
- All product transfer of ownership and invoicing occurs upon VC3's receipt of the product.
- Pricing & Availability is subject to change without notice.
- Shipping and handling costs may not be included in this quote, as these costs are variable. Adjusted shipping and handling costs may be applied to the final invoice.
- VC3 makes NO WARRANTY either expressed or implied, regarding performance or suitability for any purpose of the above products. The customer assumes responsibility for understanding the warranty, if any, of the manufacturer or VC3.
- If not included in agreement, travel will be billed separately.
- In the case hardware/software total exceed \$100k, VC3 will require a 50% deposit of the hardware/software total to secure the order. Deposit is payable immediately to VC3.
- Returns:
  - No returns will be accepted unless first approved by VC3 Inc.
  - Approved returns are subject to a 20% restocking fee.
  - Approved return of in-stock items will be accepted within 10 business days of purchase, if merchandise is unopened and packaging is undamaged.
  - Open box items are not returnable
  - Approved defective returns must be shipped to VC3 within 10 business days of said approval

VC3

Spalding Community Services District

Kristine Goins

Name: Krissy Goins

Title: Senior Client Solutions Specialist

Date: 06/20/2026

Name: General Manager

Date: \_\_\_\_\_