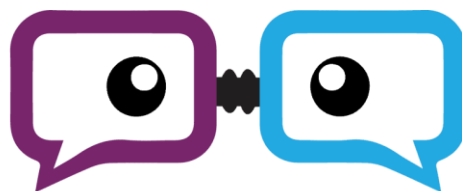


***5000134903 TWO YEAR CONTRACT
FOR A MICROSOFT OFFICE 365
MIGRATION PROJECT FOR THE
JEFFERSON PARISH 24TH
JUDICIAL COURTS***

Jefferson Parish Government



Communication Square

BID SUBMITTED BY COMMUNICATION SQUARE
7108 S KANNER HWY, STUART, FL 34997, UNITED STATES.

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TRANSMITTAL LETTER

Donna M. Evans

(504) 364-2691

JEFFERSON PARISH PURCHASING

Dear Donna,

Thank you for providing the opportunity to participate in BID No 5000134903: *Two Year Contract For A Microsoft Office 365 Migration Project For The Jefferson Parish 24th Judicial Courts*. We understand that this contract holds critical importance for Jefferson Parish, hence we appreciate your consideration of Communication Square's response.

[Communication Square LLC](#) is trusted to help companies get more productive and secure in the cloud with Microsoft customized cloud solutions. We guarantee successful completion of the requested tasks, as well as fully understand and comprehend your requirements. Hence, we will ensure the best possible required services for you.

If there is anything that you need, or if there are any questions that I can answer, please feel free to contact me directly at 213-973-8283 or via email at favad@communicationsquare.com.

Thank you again for this opportunity.

Sincerely,

Favad Qaisar

Founder & CEO.



FIRM INTRODUCTION & QUALIFICATIONS

Founded in 2015, Communication Square LLC has succeeded in achieving recognition in its early years. **A Microsoft Gold Partner for over 7 years**, Communication Square takes pride in holding **10 Gold and 12 Silver competencies**. We are based in the United States, Europe, and Southeast Asia.

Communication Square drives your firm to data-driven horizons. We are trusted to provide cloud users with ready solutions to help manage, migrate, and protect their data.

Communication Square Microsoft Value Proposition



Listed below are some further remarkable achievements of Communication Square.

FastTrack Enabled Partner

Being a Fast-Track Enabled Partner, Communication Square LLC has direct access to Microsoft Advisory, Planning, and Deployment Team as well as a variety of tools and resources, limited to select partners worldwide. Our Fast-Track Partnership is guaranteed for success.

Microsoft Co-Sell Ready Partner

As a Microsoft Co-Sell Ready Partner, Microsoft has preferred us as one of the Select Go-to-Partners, not only in USA but worldwide.

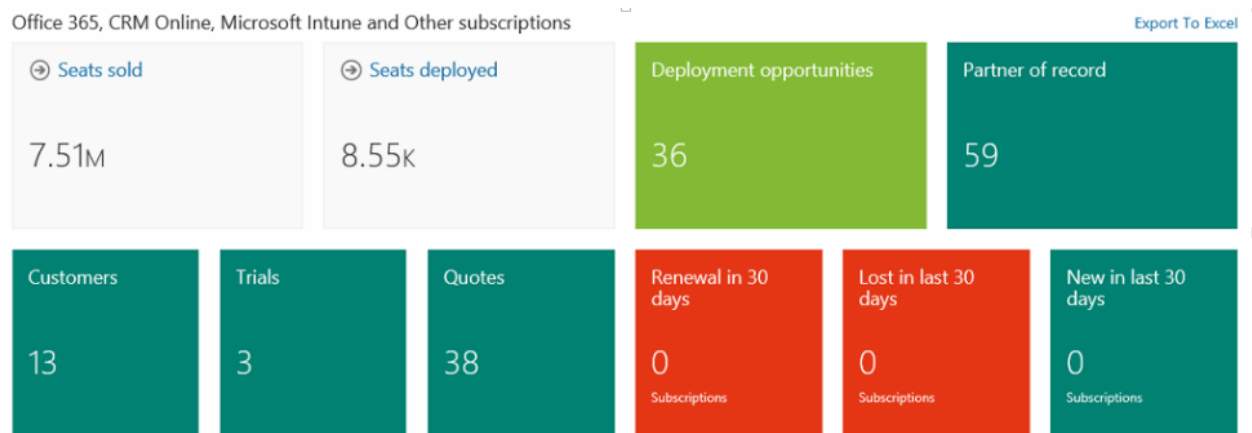
Microsoft invites us to participate in opportunities identified by their own Sales Team.

Tier-1 CSP Partner

Communication Square is a Tier 1 Cloud Solution Provider. We work directly with Microsoft as a Distributor and a Solution Provider Our client relationships run even deeper. With greater engagements, and management services – your business is in the palm of success.

7 Million+ Cloud Seats Sold

Ever since we started, we have successfully helped move 7 Million people into Microsoft Cloud worldwide.



Gold Partner Letter

Microsoft Corporation
One Microsoft Way
Redmond, WA 98072-6399

Tel 425 882 8080
Fax 425 706 7329
www.microsoft.com



9/23/2020

To whom it may concern:

I hereby confirm that Communication Square has satisfied the requirements and attained the following competencies in the Microsoft Partner Network program.

Communication Square (MPNID: 4558012)
30 N. Gould St.
Ste R
Sheridan, WY - 82801
United States

- Gold Windows and Devices (Expires on 7/17/2021)
- Gold Cloud Productivity (Expires on 7/17/2021)
- Gold Datacenter (Expires on 7/17/2021)
- Gold Cloud Platform (Expires on 7/17/2021)
- Gold Data Analytics (Expires on 7/17/2021)
- Silver Collaboration and Content (Expires on 7/17/2021)
- Silver Application Development (Expires on 7/17/2021)
- Silver Data Platform (Expires on 7/17/2021)
- Silver Small and Midmarket Cloud Solutions (Expires on 7/17/2021)

Communication Square is currently doing business with Microsoft in the following locations:

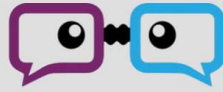
- Communication Square Pvt Ltd, PK, Islamabad (Islamabad) (MPNID: 4558013)
- Communication Square, US, Buffalo (Buffalo) (MPNID: 4564710)
- Communication Square, ES, Madrid (Madrid) (MPNID: 4564726)
- Middle-East Office, AE, Dubai (Dubai) (MPNID: 4606595)
- Florida Office, US, Stuart (Stuart) (MPNID: 4888168)
- Communication Square LLP, GB, London (London) (MPNID: 6200606)

Best Regards,

Dan Truax
General Manager, Partner Digital Experiences and Programs

Microsoft Corporation

Corporate resume



Communication Square

CAPABILITY STATEMENT

Founded in 2015, Communication Square has succeeded in achieving recognition in its early years. A Microsoft Gold Partner for over 7 years, Communication Square takes pride in holding 9 Gold and 12 Silver competencies. We are based in the United States, Europe, and Southeast Asia. Our goal is to provide risk free migration with zero downtime and effective change management, ensuring a seamless transition and adoption by end users that helps grow your business

CORE COMPETENCIES

- Gold Cloud Productivity
- Gold Collaboration and Content
- Gold Communications
- Gold Data Analytics
- Gold Data Platform
- Gold Data Centre
- Gold Messaging
- Gold Windows and Devices
- Gold Independent Software Vendor
- Gold Cloud Platform
- Silver Application Development
- Silver Small and Mid-market Cloud Solutions

**DIFFERENTIATORS**

- 10 Microsoft Gold Competencies
- Fast tracked Enabled Microsoft Partner
- 7 Million+ Microsoft Seats Sold
- Microsoft Co-Sell Ready Partner
- Microsoft Direct CSP (Cloud Solutions Provider).
- Client Relationship Management
- Strategic Mix of Technology and Business

SERVICE OFFERINGS**Azure**

- Server Data Backups
- Disaster Site Recovery
- Data Center Migration

Teams

- Microsoft Teams for Education
- Microsoft Teams for Business
- Migrating from Skype for Business to Microsoft Teams

Intune

- Device Management
- User Rights Management
- Industry Compliance

CONTACT INFORMATION

Address: 7108 S Kanner Hwy, Stuart, FL 34997

Phone Number: 772-210-1040

Website: <https://www.communicationsquare.com/>

Fax Number: 347-823-6223

DUN & BRADSTREET NUMBER:

080188460

CAGE CODE: 8WAS1

NAICS CODES

- (Primary) 541512 - Computer Systems Design Services
- 541519 - Other Computer Related Services
- 518210 - Data Processing, Hosting, and Related Services

UNSPSC CODE

- (Primary) 80101507- Information technology consultation services

Communication Square LLC.

7108 S Kanner Hwy, Stuart, FL 34997, United States.

Tel: +1-772-210-1040 | [communicationsquare.com](https://www.communicationsquare.com)

Gold

Microsoft Partner



Relevant Awards & Recognitions

Award or Recognition	Year
Microsoft Gold Partner	2020
Gold Cloud Productivity	2020
Gold Collaboration and Content	2020
Gold Communications	2020
Gold Data Analytics	2020
Gold Data Platform	2020
Gold Data Center	2020
Gold Messaging	2020
Gold Windows and Devices	2020
Gold Independent Software Vendor	2020
Gold Cloud Platform	2020
Silver Application Development	2020
Silver Small and Mid-market Cloud Solutions	2020
Fast Track Enabled Partner	2017
Microsoft Co-Sell Ready Partner	2016
Tier 1 CSP Partner	2016
7 Million+ Cloud Seats Sold	2016

Value Added Services

Communication Square has numerous alliances and strategic relationships with fellow technology companies, helping us provide value to clients and increase customer satisfaction.

PROVIDER NAME	PRODUCT OR SERVICE OFFERINGS
BitTitan, Inc	IT Migration tool
IntelePeer	Communications Platform as a Service provider of voice, messaging, automation, applications, APIs, and analytics for enterprises.
CallCabinet	Compliance Call Recording, Quality Assurance, AI and Analytics
EngHouse Interactive	Contact Center Technology Provider
Ribbon	Session Board Controllers and other hardware for phone systems

PROPOSED SOLUTION

Phase 1 of the Bid (Project Planning and Overall Scope)				
Index	Task Description	Performer	Hours	Due Date
Phase 2 of the Bid (Project Execution)				
Task A.1	Setting and Preparing Office 365 Tenant for the Migration			
A.1	Provide the Global Admin access to Office 365 tenant.	JP	8	5/9/2021
A.2	Verify if the domains already present in the office 365.	CS		
A.3	Adding the required Domains	CS		
A.4	Discover the licenses present in the Office 365 tenant and if they are sufficient to use.	CS		
A.5	Acquiring additional licenses if needed.	JP		
A.6	Provide the Admin access on Active Directory.	JP		
A.7	OU's we are looking for sync	JP		
A.8	Assisting in setting up Azure AD Connect with Windows Server AD	JP		
A.9	Verifying Azure AD Connect Sync	CS		
A.10	Assigning the respective Licenses to Users	CS		
A.11	List of the accounts required for SMTP use (Printer, Fax Machine etc.).	JP		
Task A.2	Setting up Hybrid Connectivity			
A.2.1	Provide the admin access to Communication Square on Exchange Server and Add as a member of Organization Management	JP	12	8/9/2021
A.2.2	Verify the OS must be Windows Server 2012 Standard\Enterprise SP2 or Windows Server 2012 R2 Standard\Enterprise SP1	CS		
A.2.3	Update the OS to Windows Server 2012 Standard\Enterprise SP2 or Windows Server 2012 R2 Standard\Enterprise SP1 if required	JP		
A.2.4	Verify Active Directory forest must be Windows Server 2003 forest functional level or higher.	CS		
A.2.5	Update the Active Directory forest functional level if required.	JP		
A.2.6	Verify correct internal set of records for Exchange Server	CS		
A.2.7	Upgrading the environment to Exchange Server 2013 SP3 or later if required	JP		
A.2.8	Discover the dotNetframework 3.5 SP1 in use.	CS		

A.2.9	Update dotNetframework to 3.5 SP1 if required	JP		
A.2.10	Discover and list down the Exchange Server retention policies.	CS		
A.2.11	Configuring the Hybrid connectivity with Office 365	CS		
A.2.12	Creating migration Endpoints	CS		
A.2.13	Enable the MRS Proxy Service If required	CS		
A.2.14	Replicating Retention Policies from the Exchange Server to Office 365	CS		
A.2.15	Migrate TEST User Mailboxes and Archives	CS		
A.2.16	Verify all possible mail flow scenarios for Test users	CS		
TaskA.3	Performing the Pre-Stage Migration			
A.3.1	Migrate User Mailboxes and Archives	CS	24	09/15/2021
A.3.2	Migrate Shared Mailboxes	CS		
A.3.3	Preparing the environment for Public Folder migration i.e., no duplications, exact SMTP match	CS		
A.3.4	Use script to move Public Folder to Office 365	CS		
A.3.5	Verify the mail flow, migrated mailboxes and the policies to be in effect as expected	CS		
A.3.6	Integrating AppRiver for journaling	CS		
Task B.1	Cutover Migration and Decommissioning the Exchange Environment			
B.1.1	After complete migration, breaking Hybrid Connectivity and pointing DNS records to Office 365	CS	60	09/30/2021
B.1.2	Decommission the Exchange environment.	CS		
B.1.3	Enable SMTP tenant wide in Office 365	CS		
B.1.4	Enable SMTP for the Identified Accounts in Office 365	CS		
B.1.5	Enable all the accounts for Autodiscover, ActiveSync and OWA in Office 365	CS		
B.1.6	Create the required SPF and DMARC records for Office 365	CS		
B.1.7	Assign The Retention Policy again to the users	CS		
Task C.1	Setting up and Enabling Users for OneDrive			
C.1.1	List of the users to be provisioned for OneDrive	JP	8	5/10/2021
C.1.2	List down External Sharing preferences.	JP		
C.1.3	Device location and network policies required to access the OneDrive if any (Conditional Access)	JP		
C.1.4	Explain Auto-Backup Options	CS		
C.1.5	Permitting access on User Profiles as per requirement	CS		
C.1.6	Turn on/off External Sharing	CS		

C.1.7	Managing Sync Permissions for Domain Joined Devices	CS		
C.1.8	Enforce Auto Backup of User Domain Joined Desktops if needed	CS		
Task C.2	Configuring Teams in the Environment			
C.2.1	List of the Teams to be created.	JP	16	8/10/2021
C.2.2	List of the Channels to be created.	JP		
C.2.3	Members and owners of all teams.	JP		
C.2.4	Allow\block Guest access on the Teams	JP		
C.2.5	Setup & configure Teams	CS		
C.2.6	Creating Channels	CS		
C.2.7	Provide access on teams as requested.			
C.2.8	Roll Out to Management	CS		
C.2.9	Ensure Compliance according to District requirements	CS		
C.2.10	Roll Out organization wide	CS		
Phase 3 of the Bid (Troubleshooting and Assist all Users)				
Task D.1	Training (Guides)			
D.1.1	Managing Office 365 users and groups	CS	10	10/15/2021
D.1.2	Managing Exchange Online services	CS		
D.1.3	Managing Microsoft Teams	CS		
D.1.4	Monitoring Health of Office 365 Services	CS		
D.1.5	Deploying Outlook for iOS and Android app and configuration settings	CS		
D.1.6	Deploying Teams for iOS and Android app and configuration settings	CS		
D.1.7	Deploying Teams for Windows app and configuration settings	CS		
D.1.8	Deploying Teams for Mac app and configuration settings	CS		
D.1.9	Using Outlook Web App on Android, iOS.	CS		
D.1.10	Using Outlook Web App on Windows and Mac	CS		
D.1.11	Deploying OneDrive for iOS and Android app and configuration settings	CS		
D.1.12	How to become a Microsoft Teams super user	CS		
D.1.13	Guide to setup Outlook on Mobile using ActiveSync	CS		
D.1.14	How to backup documents stored on OneDrive	CS		
D.1.15	How to Use OneDrive	CS		
D.1.16	How to Use Outlook	CS		
D.1.17	O365 Products Description, Information and basic usage	CS		
D.1.18	Enroll user devices in Intune	CS		

Task D.2	Assist all Users (Remotely due to Covid-19)			
D.2.1	Setting up TeamViewer on all users PC's (If required)	JP	10	10/20/2021
D.2.2	Assist all users to setup Office 365 on their PC's	CS		
		TOTAL HOURS 148		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00134903

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>TWO YEAR CONTRACT FOR A MICROSOFT OFFICE 365 MIGRATION PROJECT FOR THE JEFFERSON PARISH 24TH JUDICIAL DISTRICT COURTS</p> <p>0001 Microsoft Office 365 Migration Project for the 24th Judicial District</p> <p>Courts</p> <p>Phase 1: Planning and communication</p> <ul style="list-style-type: none"> - Overall project planning and communication - Scope project, quote and submit for approval to client <p>Phase 2: Remote</p> <ul style="list-style-type: none"> - Tenant setup & configuration - Verify AD sync - Prep exchange server - Create mail enabled security group - Configure outlook anywhere on prem exchange server - Create migration batch - Configure domain email routing to 365 - Monitor migration status of batch run - Change MX record - Activate accounts for migrated users- assign licenses - Create autodiscover record <p>Phase 3: Onsite</p> <ul style="list-style-type: none"> - Onsite troubleshooting & assist all users 	\$100*148 Hours	\$14,800
2	50.00	EA	<p>0002 Microsoft Office 365 Government F3 per user per month</p> <p>This will be a monthly Recurring Charge.</p>	\$3.6	\$180
3	170.00	EA	<p>0003 Microsoft Office 365 User GCC G3 Microsoft Office 365 User Government</p> <p>Community Cloud G3 per user per month.</p> <p>This will be a monthly recurring charge.</p>	\$18	\$3,060
4	170.00	EA	<p>0004 Axcient Office 365 Backup Unlimited storage per user per month.</p> <p>This will be a monthly recurring charge.</p> <p>Two (2) Year Contract for a Microsoft Office 365 Migration.</p>	\$1.50	\$255

INSURANCE REQUIREMENTS

Communication Square affirms to fulfil the Standard Insurance Requirements upon Intent to Award by Jefferson Parish.

FORMS & ATTACHMENTS

DATE: 6/23/2021

Page: 6

BID NO.: 50-00134903

BID FORM
Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO ☒

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

N/A

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____ Communication Square

ADDRESS: _____ 7108 S Kanner Hwy

CITY, STATE: _____ Stuart, Florida ZIP: _____ 34997

TELEPHONE: (772) 210-1040 FAX: (347) 823-6223

EMAIL ADDRESS: _____ momina.naz@communicationsquare.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____ 1

NUMBER: _____ 2

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 18,295

AUTHORIZED
SIGNATURE: _____ 

Favad Qaisar

TITLE: _____ CEO

Printed Name

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

Will be notarized upon Intent to Award

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: Favad Qaisar
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized representative of Communication Square (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):


Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B ☒ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B  _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.



Signature of Affiant

Favad Qaisar

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Communication Square LLC

INCORPORATED.

AT THE MEETING OF DIRECTORS OF Communication Square LLC
INCORPORATED, DULY NOTICED AND HELD ON 07/15/2021,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Momina Naz, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

Favad Qaisar



SECRETARY-TREASURER

07/20/2021

DATE

Thank you for your consideration of our response, we look forward to working with you and cannot wait to help Jefferson Parish utilize the power of world's *No.1 Cloud infrastructure – Microsoft Cloud.*

Sincerely,

Favad Qaisar.

CEO, Communication Square