

Karpel Computer Systems, Inc.

Exhibit A-1

Amended Scope of Work

Consultant shall perform email and document migration from G Suite to Office 365 as well as provide annual Microsoft licensing services.

Implementation

Project timeline, including the target date for Domain Name System migration, and deliverables schedule shall be determined by Consultant and the District Attorney's Office upon execution of the Agreement.

Consultant shall:

- Provide list of Office 365 Domain Name System (DNS) records that need to be inputted into new District Attorney's (DA) Office domain.
- Update DNS records to point to Office 365.
- Purchase MST-365-G3GC100 and MST-OF-EMGC100 licenses for DA's Office 365 tenant. Number of licenses to be determined and providing in writing to Consultant by County's Contract Administrator, or designee.
- Configure Office 365 tenant.
- Configure Office 365 Advanced Threat Protection Spam Filter.
- Configure Teams and OneDrive.
- Reconfigure multifunction peripherals (MFP) for scan to email to Office 365.
- Setup Multifactor Authentication, User Risk Sign in's, and Self Service Password Reset.
- Setup Office 365 Message Encryption.
- Setup Data Loss Prevention (DLP) policies for sensitive information.
- Setup Office 365 message archiving and retention policies.

County will:

- Provide a new domain for DA's Office.
- Ensure email forwarding is in place to forward email from G Suite account to Office 365 accounts.
- Setup automatic replies to include the new email address, including when the G Suite email address will no longer receive email.
- Provide an exported list of current mailboxes, distribution groups, shared mailboxes public folders and contacts that will need to be filled out to include what will be migrated to Office 365 and what will not be migrated to Office 365.

Deliverable(s):

- One (1) list of Office 365 Domain Name System (DNS) records that need to be inputted into new District Attorney's (DA) Office domain.
- MST-365-G3GC100 licenses as needed
- MST-OF-EMGC100 licenses as needed

Migration

On determined target date for DNS migration, Consultant shall:

- Configure Outlook Profiles to point to Office 365. Configuration may be done remotely or onsite.

Following DNS migration, Consultant shall:

- Perform post migration triage.
- Follow up with any issues related to migration.
- Conduct one (1) question and answer/help session one (1) day following completion of the DNS migration.

Training

Consultant shall:

- Provide training over Office 365 to designated personnel from the DA's office, including instruction guides on How to Setup Multifactor Authentication, How to Remove G Suite from Mobile Devices, and How to Add Office 365 to Mobile Devices.

Deliverable(s):

- One (1) instruction guide on How to Setup Multifactor Authentication
- One (1) instruction guide on How to Remove G Suite from Mobile Devices
- One (1) instruction guide on How to Remove G Suite from Mobile Devices
- One (1) instruction guide on How to Add Office 365 to Mobile Devices.

Support Services

Consultant shall:

- Provide as-needed support related to the migration process and the new environment once migration has been completed.