

Claritus

Clarity | Innovation | Technology

RESPONSE FOR PROPOSAL

“GOOGLE WORKSPACE TO MICROSOFT 365”

11th July 2024 | V.1

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REVISION HISTORY

Ver.	Modification Summary	Date	Author
1.0	Proposal creation	11-07-2024	Aman Pratap Singh

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1. EXECUTIVE SUMMARY

Claritus Consulting is pleased to present this Proposal to serve as a Technology Partner to “Wit & Chai”.

We would like to thank “Wit & Chai” for this opportunity to present our capabilities and expertise, and we look forward to this being the start of a long and mutually beneficial relationship.

About Claritus Consulting

Claritus, established in 2008 is a privately held 100% promoter funded company supported by very pragmatic and successful serial entrepreneurs. The company based out of India offers various IT outsourcing services to a wide range of national and international Technicians. Our simple success mantra is to keep Clarity at work, bring Innovative ideas, and adapt to modern technologies.

Claritus is known to be a leader in the IT consulting industry and committed to providing consistent value to businesses. Though outsourcing is a maturing market, mid-sized software companies and enterprises often struggle to find a reliable, nimble, and capable outsourcing vendor. Claritus has a judicious mix of infrastructure, flexibility, and experience to provide effective and comprehensive solutions to mid-sized software companies and enterprises. Claritus aims at providing a process backbone and framework for a business, concept, or idea so that quick and effective application development can be undertaken, thus making the Wit & Chai 's business processes most efficient.

It specializes in building bespoke web-based business applications and in providing independent IT consultancy and management advice services. After extensive ten years in the industry, Claritus operates with a team that has put in thousands of hours in the industry and has helped large and small enterprises achieve their desired objectives leading to the launch of hundreds of successful Solutions.

Our Mantra

Clarity: Focusing our capabilities around mobile, cloud and analytics, we strive for clarity in our strategy coupled with transparency in our execution.

Innovation: Riding on the continuous evolution of technology, we relentlessly strive to innovate business models and processes to make our customers successful.

Technology: We live and breathe technology and ‘think digital’ is at the core of every solution we offer in this fourth industrial revolution.

2. MICROSOFT AND CLARITUS

Cloud technologies have emerged as one of the key elements to consider when deploying IT infrastructure for SMBs and Enterprise at large. Over the last decade, Microsoft's Azure platform has emerged as the 2nd largest public cloud provider supporting thousands of applications of various shapes and sizes on its platform. With 54 regions globally, 140+ miles of fiber optics and billions of dollars pumped into developing new capabilities around Dev-Ops, Security, IAM and other fundamental pillars of application hosting and management Azure most certainly is becoming a platform of choice for all from Start-Ups to Fortune 500 companies.

- ✓ End to end fully managed application hosting for its customers so that customer can focus on growing their line of business while we take care of the infrastructure hosting services
- ✓ Reselling right for Microsoft Azure, Dynamics 365, Microsoft 365 and a host of other cloud based services offered by Microsoft
- ✓ Unmatched support and a strong voice for customers through our dedicated channel of premier support and partner managers with Microsoft
- ✓ Consulting and advisory on best practices for Azure deployments to ensure that your application hosting landscape always remain safe and secured
- ✓ Incubation/Implementation of new app-dev practices like Dev-Ops, DevSecOps, CD/CI, Containers etc using in-house SMEs and support from Microsoft.

3. SOLUTION REQUIREMENT

Business Requirement

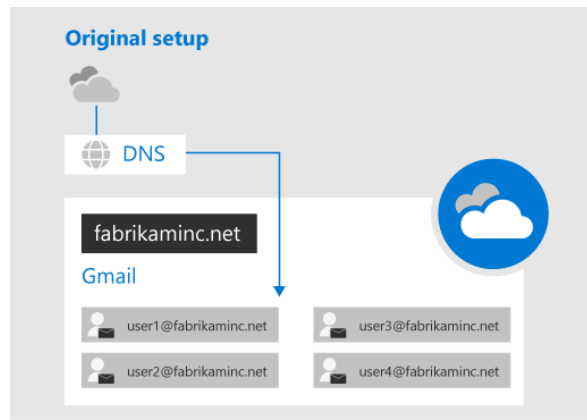
- ✓ Wit & Chai use Google Workspace for their email services.
- ✓ They have to migrate about 70 to 80 user email accounts.
- ✓ Half of these 80 users have email storage of less than 30 GB and the other half have less than 15 GB.
- ✓ No user has email storage more than 50 GB.
- ✓ Only 3 users have POP or IMAP settings.
- ✓ All users have the same domain name: "withandchai.com".
- ✓ Wit & Chai need to migrate their user's email data and Google Drive data.
- ✓ Only authorized users should have access to the admin center.
- ✓ The solution should provide a centralized and manageable environment.
- ✓ The user experience should not be affected by the solution.

4. GOOGLE WORKSPACE MIGRATION

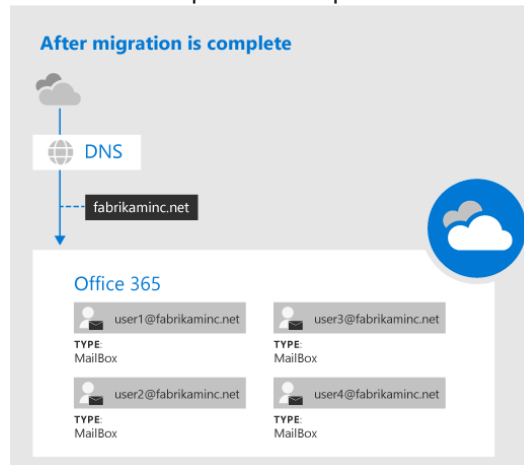
We propose to migrate batches of users from Google Workspace to Microsoft 365 or Office 365, allowing a migration project to be done in stages. This migration requires that we provision all of the users who will be migrated as mail-enabled users outside of the migration process. We must specify a list of users to migrate for each batch. By default, we migrate mail, calendar, contacts, and rules for all users listed in the batch.

4.1. Overview of the Process

- ✓ Before beginning the migration, review the following diagrams to understand how a Google Workspace staged migration works. The diagrams show how a fictitious company (Assumed Company) named Fabrikam, Inc., with the domain name fabrikaminc.net performed their migration.



- ✓ Prior to their migration, the MX record for the base "fabrikaminc.net" domain points to the Google Workspace tenant or mail server where all or most of Fabrikam, Inc.'s users are. Note that users have their primary email addresses at that domain.
- ✓ After all migration batches have been completed, all users can use their migrated mailboxes on Microsoft 365 or Office 365 as their primary mailbox. A manual MX record update for the primary domain "fabrikaminc.net" then points to the Microsoft 365 or Office 365 organization instead of the Google Workspace tenant. The routing domains and extra aliases will then be removed, as can the Google Workspace tenant. The migration of mail, calendar, contacts, and rules from Google Workspace to Microsoft 365 or Office 365 will then be completed.



5. OUR APPROACH

5.1. Migration and Configuration

- ✓ Claritus will help Wit & Chai to enable source environment.
- ✓ Depending on the source environment, we may perform various enablement steps.
- ✓ Claritus will assist Wit & Chai wherever necessary with all the SOPs, Task guidance and configurations.
- ✓ Claritus will setup the Microsoft 365 tenant.
- ✓ Claritus will provide the list of DNS records To Wit & Chai for the Domain verification.
- ✓ Enabling email routing between source messaging system and Office 365 environments.

Source	What all can be Migrated	Limitation
Google Workspace	✓ Emails	<ul style="list-style-type: none"> ✓ Mail-enabled users ✓ Tasks

<ul style="list-style-type: none"> ✓ Other mail folders Calendar ✓ Contacts ✓ Drive data 	<ul style="list-style-type: none"> ✓ Any email that exceeds the message size limit ✓ Encrypted email ✓ Corrupted items ✓ Rules ✓ Google Hangout data
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5.2. Migration Limitations

- ✓ Throughput limitations for contacts and calendars completely depend on the quota restrictions for your tenant's service account on the Google Workspace side.
- ✓ Other migration limitations are described in the following table:

Data type	Limitations
Mail	Vacation settings, Automatic reply settings
Meeting rooms	Room bookings will not be migrated
Calendar	Shared calendars, cloud attachments, Google Hangout links, and event colors will not be migrated
Contacts	A maximum of three email addresses per contact are migrated over
Tags	Gmail tags, contact URLs, and custom tags will not be migrated

Please Note: The largest single email message that can be migrated is based on the transport configuration for your configuration. The default limit is 35 MB

6. PREREQUISITE & ASSUMPTIONS

- ✓ These procedures require admin rights to be done.
- ✓ A Single Point of Contact (SPoC) will coordinate with Claritus.
- ✓ Access to the Google Super Administrator account.
- ✓ Capability to create a service account on the Google Workspace tenant.
- ✓ Emails from scheduled and eligible source mailboxes in the source environment will be moved to Microsoft 365.
- ✓ Port details to be opened:

S. No	Category	Addresses	Ports
1	Optimize Required	outlook.office.com, outlook.office365.com	TCP: 443, 80
2	Allow Required	smtp.office365.com	TCP: 587
3	Default Required	r1.res.office365.com, r3.res.office365.com, r4.res.office365.com	TCP: 443, 80
4	Default Required	*.outlook.com, *.outlook.office.com, attachments.office.ne	TCP: 443, 80
5	Allow Required	*.protection.outlook.com	TCP: 443
6	Allow Required	*.mail.protection.outlook.com	TCP: 25
7	Default Required	autodiscover.<tenant>.onmicrosoft.com	TCP: 443, 80
8	Allow Required	Microsoft Online Portal (Website)	TCP: 443

- ✓ Google drive data can be migrated to One Drive, but it has certain limitation such as format of files that is supported at SharePoint end will only be migrated to One drive from Google drive.

7. DETAILED SCOPE OF WORK

- + Milestone 1 Project Planning
 - ✓ Project planning and architectural discussion.
- + Milestone 2 Basic Infrastructure setup
 - ✓ Setting up Microsoft 365 Subscription.
- + Milestone 3 Creation of Tenant and Domain verification
- + Milestone 4 Adding/Creating users to Microsoft 365 subscription
- + Milestone 5 Creation of list of G Suit mailboxes to migrate
- + Milestone 6 Connecting Microsoft 365 with G Suit
 - ✓ Adding migration endpoints
 - ✓ Selecting the migration endpoint type
- + Milestone 7 Creation of migration batch and starting G Suite to Microsoft 365 migration
- + Milestone 8 Updating the DNS records after all the user mailboxes have been migrated.
- + Milestone 9 Stopping the mail synchronization
- + Milestone 10 Google Drive data migration to OneDrive
- + Milestone 11 Enabling SSO and MFA (If required)
- + Milestone 12 Permissions Setup
 - ✓ Assigning permissions based on the requirement.
 - ✓ Setting up user wide roles.
- + Milestone 13 Project Handholding

8. AREAS OUT OF SCOPE

The following will be considered out of scope for this project:

- ✓ Anything that has not been mentioned in the scope section of this document will be considered out of scope.
- ✓ Migration of any applications will be out of scope.
- ✓ Provisioning of infrastructure other than the components identified will be out of scope.
- ✓ Management of infrastructure will be considered out of scope.
- ✓ Any custom development in SharePoint online
- ✓ Post migration training.

9. DEPLOYMENT METHODOLOGY

Task No.	Task Name	Remote/Onsite

1	Design Phase	
1.1	Kick-off	Remote
1.2	Project Plan Finalization	
1.3	Requirement Gathering	
1.4	Design document finalization	
2	Site Readiness	
2.1	Site Readiness Verification	Remote
3	Implementation Phase	
3.1	Installation	Remote
3.2	Configuration & troubleshooting	
3.3	Testing & troubleshooting	

10. RESPONSIBILITY MATRIX

Steps	Activity	Responsibility
1	Project Planning ✓ Project planning and architectural discussion.	Claritus / WIT & CHAI
2	Documentations	Claritus
3	Basic Infrastructure setup ✓ Setting up Microsoft 365 Subscription. Creation of Tenant and Domain verification Adding/Creating users to Microsoft 365 subscription	Claritus
4	Creation of list of G Suit mailboxes to migrate	Claritus / WIT & CHAI
5	Connecting Microsoft 365 with G Suit ✓ Adding migration endpoints ✓ Selecting the migration endpoint type	Claritus
6	Creation of migration batch and starting G Suite to M365 migration	Claritus
7	Updating the DNS records after all the user mailboxes have been migrated. Stopping the mail synchronization Google Drive data migration to OneDrive	Claritus
8	Enabling SSO and MFA (If required) Permissions Setup ✓ Assigning permissions based on the requirement. ✓ Setting up user wide roles.	Claritus
9	Project Handholding	Claritus

11. COMMERCIALS

11.1. One- Time Migration Cost

Sr. No.	Description	Cost (INR)
1.	One Time Migration Cost	40,000 + (taxes extra)

11.2. Microsoft Licences Cost

Sr. No.	Description	Unit Price	Qty	Total Cost (INR)
1.	Ofc 365 Basic	1380	80	110,400
Total Cost (Yearly)				(taxes extra)

The licences Qty may vary depending upon the requirement

11.3. Payment Terms

- ✓ 50 % advance payment and 50 % after migration.
- ✓ Prices are exclusive of GST@18% and other levies. Details shall be mentioned in the invoice.
- ✓ Payments to be made within 10 days of raising the invoice.

- NOTES

- Please find this link with client <https://support.google.com/accounts/answer/3024190?hl=en>
For the google Download.

Regards,

Claritus Management Consulting Pvt Ltd.