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**P. O. Box 65/64 Main Street, Cathlamet, WA 98612**

**360-795-3242 or 360-465-2202**

**Fax: 360-795-3145**

**Undersheriff Gary Howell**

**Chief Civil Deputy Joannie Kuhlmeier**

December 02, 2025

**Request For Proposal (RFP) for the Migration of Wahkiakum County from  
Microsoft Office 365 Commercial to Microsoft Office 365 Government Community  
Cloud.**

Wahkiakum County is pleased to announce the opportunity to submit Sealed Proposals for the attached project to facilitate the migration of the county from Microsoft Office 365 Commercial to Microsoft Office 365 Government Community Cloud.

Who:

- 1) Any qualified individual/business/firm is welcome to make a response to this solicitation.

What:

This project will:

- 1) Migrate Wahkiakum County's current tenancy from Microsoft Office 365 Commercial to Microsoft Office 365 Government Community Cloud. See the attached RFP Specifications for details.

When:

- 1) Solicitation approved to be published by Wahkiakum BOCC: 12/02/2025.
- 2) Solicitation posted on the Wahkiakum County webpage 12/02/2025.  
<https://www.co.wahkiakum.wa.us/417/County-Bids-and-Proposals>
- 3) Intent for RFP printed in Wahkiakum County Eagle: 12/03/2025
- 4) Responses due: 12/23/2025 9:45 AM
- 5) Public response opening: 12/23/2025 9:45 AM
- 6) Anticipated selection by BOCC: 12/23/2025
- 7) Anticipated contract signing: 01/06/2026.

1. Purpose:

- 1.1. The County of Wahkiakum is seeking proposals from qualified vendors to provide Microsoft Office 365 system integration and implementation services. The scope of the project will be migrating Wahkiakum County from an Office 365-hosted Commercial tenancy to the Microsoft Office 365 Government Community Cloud.
- 1.2. The awarded vendor will assist Wahkiakum County in performing a

readiness assessment of the existing infrastructure, including gathering and documenting requirements, developing a migration plan, and executing against this plan. Vendor will provide services needed to migrate about 158 mailboxes to Exchange Online with email archiving, eDiscovery, anti-malware, and anti-spam filtering capabilities. The goal is to provide a seamless transition to Microsoft Office 365 Cloud architecture while maintaining secure and robust access to and from cloud services.

- 1.3. The awarded vendor will assist Wahkiakum County in transitioning the Office 365 Suite Plan to G3 and G5 for about 158 users, along with purchasing migration software/tools to transfer current data to the cloud services.
  
- 2.0 Office 365 Readiness Assessment, Onsite Discovery, and Planning
  - 2.1 On-site review of client systems to gather and capture information about existing infrastructure
  - 2.2 Identify potential challenges in this migration and propose solutions
  - 2.3 Recommend a solid communications and training plan for Wahkiakum County users based on best practices such as: lunch and learn, web-based training, and on-desk materials
  - 2.4 Networking and Naming Services Planning
  - 2.5 Determine required tasks for configuring the network and DNS
  - 2.6 User Identity and Account Provisioning Planning
  - 2.7 Planning considerations to implement directory synchronization
  - 2.8 Exchange Online Planning
  - 2.9 Develop migration strategy
  - 2.10 Identify mailbox size and item counts that will be migrated to Office 365
  - 2.11 Determine mail-enabled applications and plan for configuration
  - 2.12 Conduct a bandwidth assessment to calculate migration velocity for mailbox data
  
3. Preparing the Environment for an Office 365 Migration
  - 3.1 Implement enterprise-wide training with employees through at least three forms of communication
  - 3.2 Prepare end-user documentation on Outlook and the new Office 365 environment
  - 3.3 Assist with Domain Verification and Office 365 Registration
  - 3.4 Add and verify the Wahkiakum County domain name with Office 365
  - 3.5 Create DNS records to configure the County of Wahkiakum domain name for use with Office 365 services
  - 3.6 Configure on-premises AD for directory synchronization
  - 3.7 Deploy and configure Active Directory Federation Services to

- enable single sign-on
  - 3.8 Exchange Online Service Configuration
  - 3.9 Configure email coexistence with the existing server and Exchange Online
  - 3.10 Mailbox quotas and archival/retention policies
  - 3.11 Anti-spam and malware protection
  - 3.12 Configure client computers and end-user experience
4. Migration and Cutover
- 4.1 Assign licenses to users
  - 4.2 Migrate and synchronize mailbox data to Exchange Online
  - 4.3 Update DNS to point to Office 365
  - 4.4 Configure Outlook Web Access and Exchange ActiveSync for mobile phones and devices where applicable
  - 4.5 Perform Post-migration Service Testing of Office 365 functionality
5. Post Deployment Support and Office 365 Administration Training
- 5.1 Have resources on-site and able to augment Wahkiakum County support staff on the week after the migration is completed
  - 5.2 Onsite or Webinar Training with IT Staff
  - 5.3 Administering Office 365 Services
  - 5.4 Office 365 Admin Best Practices
  - 5.5 Managing DirSync
  - 5.6 Administering Microsoft System Center
  - 5.7 30 Days of Post-Deployment Support
  - 5.8 8 Hours of Service Desk Support to be used within a 1 Year Term
6. **PROPOSAL SUBMISSION INSTRUCTIONS**
- 6.1 Sealed proposals are to be addressed and delivered to:  
  
Wahkiakum County Sheriff's Office  
ATTN: Beau Renfro  
64 Main Street  
Cathlamet, WA 98612
  - 6.2 The proponent must submit (3) three original Proposals signed by an authorized representative in a sealed envelope and mailed or delivered to Wahkiakum County, Attention: Beau Renfro, 64 Main Street, Cathlamet, WA 98612. The outside of the envelope shall plainly identify the subject of the proposal and the name and address of the firm.
  - 6.3 Proposals submitted by facsimile or email will not be considered.
  - 6.4 Late submissions will be disqualified and returned unopened.
  - 6.5 Wahkiakum County will not be responsible for any costs incurred in the preparation of the Proponent's submission. Once received, the

submission becomes the property of Wahkiakum County.

## **7. PROPONENT AND SUBMISSION REQUIREMENTS**

### **MANDATORY REQUIREMENTS**

- 7.1 The vendor will provide and execute the Office 365 migration plan
- 7.2 The migration will have to be seamless to the business, with a cutover happening on a designated weekend.
- 7.3 Office 365 will have to be in full production within 90 days from contract execution.
- 7.4 The vendor will be responsible to setup any licensing required for this implementation
- 7.5 The vendor will require a thoughtful and detailed plan around communication and training.
- 7.6 The vendor will provide detailed end-user documentation, with screenshots and easy-to-read instructions, covering how to use Outlook and Office 365, lunch and learns, and web-based training.

## **8. OTHER REQUIREMENTS**

- 8.1 Overview of firm: a brief outline of Proponent's experience along with pertinent corporate details, including full legal company name; year business was established; and number of people currently employed.
- 8.2 Project and Client Management: a detailed description of the approach and methodology for managing projects and client relationships.
- 8.3 Project Management Team: a detailed description of the firm's project management team, including skills, experience, and capabilities of relevant staff.
- 8.4 Project Schedule: a detailed breakdown of all deliverables identified in the Scope of Work, including methods, tools, and timeline to complete the project.
- 8.5 Client Reference List: Provide a client list for similar projects completed in the last three years for three different public sector clients.
- 8.6 Project Costs: The Proponent shall provide the total fixed price for the project based on the Scope of Work on the provided Standard Price quotation form.

## **9. PROPOSAL EVALUATION PROCEDURE**

- 9.1 It must be understood and accepted by any Proponent submitting a proposal that all decisions as to the degree to which a proposal meets the requirements of the RFP are solely within the judgment of the evaluation committee.
- 9.2 Proponents must respond to this solicitation by submitting all data required herein in order for the proposal to be evaluated and considered

for award. Failure to submit such data shall be sufficient cause for disqualification or a proposal for further consideration of the award.

## **10. PROPOSAL CONTENT & CRITERIA**

10.1 This RFP does not commit the County to pay any costs incurred by any respondents in the submission of a proposal or in making studies or designs for the preparation thereof, or for procuring or contracting for the services to be furnished under the RFP.

10.2 The County and respondent filing a proposal hereby both certify that no officer, agent or employee of the County, who has pecuniary interest in this RFP, shall participate in any manner in the preparation of this RFP or evaluation of responses to this RFP; furthermore, the respondent certifies that the proposal is made in good faith without fraud, collusion or connection of any kind with any other respondent of the same call for proposals, and that the respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

10.3 After the proposals are opened, the County will determine a list of qualified companies and notify those companies of the County's intention to purchase migration services. The County reserves the right to award services on an individual basis to the lowest proposal received in order to ensure the County receives the most competitive price for service.

10.4 Any information provided to the County pursuant to this RFP is subject to public disclosure pursuant to public records law. Any information that is deemed by the Respondent to be exempt from disclosure should be plainly marked and separated from the remainder of the proposal.

## **11. INQUIRIES**

All questions and any form of communications with Wahkiakum County regarding this RFP **must** be in writing and only be directed to the RFP Contact named on the cover page of this RFP unless otherwise advised in writing from the RFP Contact. Verbal responses to enquiries are not binding on any party. Wahkiakum County may issue a response, in the form of an addendum to the RFP, if a substantive clarification is in order. The addendum will be posted on the County's website at the following URL: <https://www.co.wahkiakum.wa.us/417/County-Bids-and-Proposals>

## **12. ACCEPTANCE, AWARD, AND REJECTION**

12.1 Wahkiakum County reserves the right to terminate the process without awarding a contract. Wahkiakum County reserves the right to accept or reject any part, or all, of each proposal submission and/or not to make an award if none of the proposals received meet the requirements.

12.2 Wahkiakum County may negotiate minor adjustments with the selected proponent prior to the final award of the contract.

12.3 The awarding of the contract is subject to the availability of funds

for this statement of work. Should all proposals received exceed the specific budgeted funds and the highest-ranked Proponent's costs are within Wahkiakum County's total current year budget, we reserve the right to negotiate with the highest-ranked Proponent.

- 12.4 Wahkiakum County will not be responsible in law or in equity to any proponent for any claim for losses or damages, or any other relief, arising out of the RFP process, including the selection or rejection of any particular section of this proposal.
- 12.5 Wahkiakum County's interpretation of the contents of the official proposal documents shall prevail.
- 12.6 All proposals will become part of the public file and subject to public disclosure without obligation to the County.

**13. AWARD AND EXECUTION OF CONTRACT**

- 13.1 Wahkiakum County will provide written notice to the successful Proponent to advise that the proposal has been accepted.
- 13.2 The successful firm shall be required to enter into a contract with Wahkiakum County.

Wahkiakum County Primary contact and Project Manager:  
Beau Renfro, Emergency Technology Coordinator, PO Box 65, 64 Main Street,  
Cathlamet, WA 98612. Phone: 360-795-7878. Email:  
[renfrob@co.wahkiakum.wa.us](mailto:renfrob@co.wahkiakum.wa.us)

Beau Renfro,  
Emergency Technology Coordinator  
Wahkiakum County Sheriff's Office

**COUNTY OF WAHKIAKUM, Migration from Microsoft Office 365 Commercial  
to Microsoft Office 365 Government Community Cloud**

**PROJECT SPECIFICATIONS AND CONDITIONS**

The County of Wahkiakum is requesting RFPs for the Migration from Microsoft Office 365 Commercial to Microsoft Office 365 Government Community Cloud, physically located at 64 Main Street, Cathlamet, Washington. Sealed RFPs shall be submitted prior to 09:45 A.M. (PST) on December 23<sup>rd</sup>, 2025. RFPs may be mailed to P.O. Box 65, Cathlamet, Washington 98612, or delivered in person to the Wahkiakum County Sheriff's Office, Attention Beau Renfro, Emergency Technology Coordinator, Wahkiakum County Sheriff's Office, at 64 Main Street, Cathlamet, WA 98612. All RFP's must be sealed and prominently marked "Microsoft Office 365 RFP"

For more information on this project, please contact Beau Renfro at (360) 795-3242 or renfrob@co.wahkiakum.wa.us.

**Project Specifications and Conditions**

1. The Contract Document for this project consists of:
  - 1) Cover Letter
  - 2) Project Specifications and Conditions
  - 3) Special Conditions
  - 4) Standard Quotation Form
  - 5) Technical Specifications
  
2. Time for completion shall be within 60 calendar days from the issuance of the County's Notice to Proceed, but expediency is preferred.

**COUNTY OF WAHKIAKUM, Migration from Microsoft 365 Office Commercial to Microsoft 365  
Government Community Cloud**

**SPECIAL CONDITIONS**

1. Product Description

Refer to the Technical Specification

2. Standard of work

All work under this contract shall be performed in a skillful and workmanlike manner. The County may, in writing, require the contractor to remove from the project any employee or subcontractor the County deems incompetent, careless, or otherwise objectionable.

3. Building Permits

N/A

4. Contractor's license

N/A

5. Compliance with law

Contractors shall strictly comply with all statutes, administrative rules, codes, and regulations applicable to this project.

6. Acceptance and Payment

Delivery time shall be stated in calendar days only.

The responsibility, liability and risk of loss for the equipment shall remain with the seller until accepted by the County.

No payments or partial payments shall be required prior to delivery and acceptance of the equipment. Payment shall be made in full within thirty (30) days of acceptance.

**COUNTY OF WAHKIAKUM, Migration from Microsoft 365 Office Commercial to Microsoft 365  
Government Community Cloud**

**SPECIAL CONDITIONS**

7. General requirements

Any manufacturer's name, trade name, or catalog number used in these specifications is for the purpose of describing and establishing general quality or performance levels. Such references are not intended to exclude any brands or models that meet or exceed the quality of the product specifications. However, no exceptions or deviations will be considered that tend to devalue the product as specified. The County shall be the sole and final judge of the conformity of any quote to the specifications.

8. Deviations from Specifications

If you are not going to furnish the item EXACTLY as described in the contract documents, you must indicate a deviation even though you feel it may be exceeding what is described. For each exception taken, you must indicate a deviation technical description of what you will furnish as well as a full explanation of why its deviation equals or exceeds the item in the specifications. All exceptions shall be listed by reference to the applicable paragraph number of the detailed technical specifications and shall be noted on the exception sheet found at the end of these Specifications.

9. Exceptions

Any Exceptions or deviations to the requirements of these specifications shall be explained in full and referenced by item number:

**Item No.**

**Detailed Explanation**

**COUNTY OF WAHAKIYAKUM, Migration from Microsoft 365 Office Commercial to Microsoft 365 Government Community Cloud**

**STANDARD PRICE QUOTATION FORM**

The undersigned Contractor submits the following firm price quotation for the acquisition and installation of the items described in the "Technical Specification" for the COUNTY OF WAHAKIYAKUM, Migration from Microsoft 365 Office Commercial to Microsoft 365 Government Community Cloud, physically located at 64 Main Street, Cathlamet, Washington.

Bid Item No.	Manufacturer	Model Number	Description	Quantity	Lump Sum
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
10					\$
11					\$
12					\$
13					\$
14					\$
15					\$

Sub Total project cost: \_\_\_\_\_

Sales Tax: \_\_\_\_\_

Grand total: \_\_\_\_\_

This quotation will remain firm for a period of 30 days from \_\_\_\_\_.

Quotation submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
\_\_\_\_\_  
Company name and address

**COUNTY OF WAHKIAKUM, Migration from Microsoft Office 365 Commercial to Microsoft 365 Government Community Cloud**

**Technical Specifications**

**Migration from Microsoft Office 365 Commercial to Microsoft Office 365 Government Community Cloud**

ITEM #	DESCRIPTION
1	Orchestrate a migration of all the email, OneDrive, SharePoint, calendars, and licensing from the Microsoft Office 365 Commercial (@co.wahkiakum.wa.us) ecosystem to the Microsoft Office 365 Government Community Cloud (@wahkiakumcounty.gov)
2	<p>Active - In Use: Microsoft Office 365 E3 -&gt; Microsoft Office 365 Government G3 &amp; G5</p> <p>Currently, there are ~148 users assigned E3 and will need to transition to G3</p> <p>Currently, there are ~10 users assigned E3 and will need to transition to G5</p> <p>Currently, there are ~40 SharePoint sites that will need to transition</p> <p>Currently, there are ~118 Teams &amp; Microsoft 365 Groups that will need to transition</p> <p>Currently, there are ~60 Distribution Groups that will need to transition</p> <p>Current usage:</p> <p>Exchange Mailbox Usage: ~457GB</p> <p>SharePoint: ~36GB</p> <p>OneDrive Usage: ~1.5TB</p> <p>Office Activations for Workstations: ~157</p> <p>Office Activations for Android: ~35</p> <p>Office Activations for iOS: ~14</p> <p>All Microsoft Office 365 G3 &amp; G5 subscriptions are staged in the wahkiakumcounty.gov Microsoft Office 365 GCC tenancy already</p>
3	<p>Implement Domain-based Message Authentication, Reporting, and Conformance (DMARC) for the wahkiakumcounty.gov domain</p> <p>Implement Domain Keys Identified Mail (DKIM) for the wahkiakumcounty.gov domain</p> <p>Implement Sender Policy Framework (SPF) for the wahkiakumcounty.gov domain</p>
4	This requires full configuration of the new GCC tenancy, the new domain, approximately 50 Entra Enterprise Application integrations, and accommodating the active users/service accounts/etc.

**COUNTY OF WAHKIAKUM, Migration from Microsoft Office 365 Commercial to Microsoft 365  
Government Community Cloud**

**Technical Specifications**

5	This will also require coordinating with the staff of Wahkiakum County to establish the RACI chart for the project. Provide a responsibility, accountability, consent, & informed (RACI) chart for the stakeholders of the project.
6	Implement the Security Defaults, enable email to archive by policy, enable retention requirements by policy, configure Purview for eDiscovery, & enable logging by policy.
7	This will also require sign-out of the legacy @co.wahkiakum.wa.us accounts and re-sign-in using the @wahkiakumcounty.gov accounts within Outlook, Teams, OneDrive, & Excel.
8	Provide which tools, if any, are to be utilized to execute the migration? How much does each tool cost? What does each tool do?
9	Provide how many hours would be estimated. Ideally, a Not-to-Exceed proposal Provide the hourly rate for the different roles performing the work Provide the hours each role is estimated to perform to complete the project.
10	Provide a statement of work
11	Provide a work breakdown structure alongside a Gantt chart
12	Provide a communication plan
13	Provide a comprehensive testing and acceptance plan for Email, Teams, OneDrive, & SharePoint
14	Align with the organization's minimum requirements for add/move/change procedures and percentage caps for overages
15	Provide your firm's documentation regarding your adherence to and familiarity with applicable regulatory compliance requirements