



Request for Proposal (RFP) for Technical Needs

November 3, 2023

Economic Developers Council of Ontario

PO Box 86

Toronto, ON

M5C 2H8

Attention: Technology and Services Providers

Subject: Request for Proposal for IT and Cyber Security Support, Microsoft Teams Setup, Microsoft SharePoint Implementation, SharePoint File Migration, and Email Transition

Dear IT and Technology Services Providers,

The Economic Developers Council of Ontario (EDCO) is a Not-for-Profit designed to enhance and develop an economically viable and environmentally responsible Ontario. We are seeking proposals from qualified and experienced IT and technology services providers to meet our technical needs. We are interested in receiving proposals for the following services:

1. IT and Cyber Security Support:

- Provide ongoing IT Support and maintenance to ensure our network, hardware and software systems are reliable and secure.
- Conduct regular security audits, risk assessments and implement measures to protect our organizations sensitive data.
- Assist in creating and maintaining a robust cyber security strategy.

2. Microsoft Teams Setup:

- Setup Microsoft Teams for our organization, including chat, video conferencing and file sharing features.

- If budget allows, provide a telephone integration solution for Microsoft Teams to enable efficient communication.
- Provide training to our staff on using Microsoft Teams effectively.

3. EDCO Microsoft SharePoint Implementation:

- Configure and setup Microsoft SharePoint for our organization, with the required permissions and access controls.
- Ensure the system is ready for file migration, and assist our staff in moving the files to new SharePoint environment.

4. SharePoint File Migration:

- Move our existing files to be integrated under EDCO's SharePoint account.
- Transition the ownership and administrative rights on the MMS SharePoint account to EDCO.

5. Email Transition:

- Migrate our email system from Sherweb to Outlook.
- Ensure a seamless transition with minimal downtime.
- Provide necessary training and support for our staff to adapt to the new email platform.

Submit your proposal in response to this RFP by December 15th, 2023, indicating your experience, qualifications, and approach to providing these services. Your proposal should include the following information:

- Company background and experience in providing similar services
- Detailed descriptions of the services you will provide for each of the requirements listed above
- Proposed timelines, deliverables and project milestones
- A clear breakdown of costs, including and hardware or software requirements.
- References from previous clients for similar projects.
- Information on your teams qualifications and certifications.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Experience and expertise in providing IT and technology services.
- Quality and comprehensiveness of proposed solutions.
- Cost-effectiveness and budget considerations.
- References and past performance.

Please address your proposal to:

Stephanie Crilly

Executive Director

Economic Developers Council of Ontario

PO Box 86

Toronto, ON

M5C 2H8

edco@edco.on.ca

We look forward to receiving your proposals and learning how your organization can meet our technical needs. If you have any questions or require additional information, please contact Laura DeMille at laura.demille@edco.on.ca

Thank you for your interest in working with EDCO. We eagerly anticipate your response.

Sincerely,

Laura DeMille

Marketing and Project Coordinator

Economic Developers Council of Ontario (EDCO)

Laura.demille@edco.on.ca