

ATTACHMENT 1 SCOPE OF WORK

1. Background

The Court currently operates a hybrid Microsoft environment that includes cloud services, on-premises Microsoft server infrastructure, and a significant endpoint footprint. The Court's current Microsoft licensing agreement expires on July 31, 2026. The Court is preparing for a renewal that may involve a mixed Microsoft 365 Government G3/G5 licensing model, additional cloud security and management capabilities, and continued licensing for on-premises Windows Server and SQL Server infrastructure.

- Approximately 350 users and approximately 620-650 endpoint devices.
- Current Microsoft 365 Government G3 licensing under an existing agreement.
- Exchange Online for email services.
- Ongoing transition of file sharing services to SharePoint Online and OneDrive.
- Microsoft Entra ID P1 currently added for Conditional Access and MFA implementation.
- Potential future expansion of Microsoft Intune, Microsoft Power Platform, Power BI, and information protection capabilities.
- Hybrid infrastructure that includes on-premises Windows Server file/print services, SQL Server workloads, and virtualized Windows Server environments.
- Endpoint detection and response currently provided through CrowdStrike, funded externally through the Judicial Council.

2. Objectives

- Procure Microsoft licensing through an authorized Microsoft licensing reseller/partner.
- Obtain competitive and transparent pricing for baseline licensing quantities and unit pricing for additions or reductions during the term.
- Validate the Court's Microsoft licensing requirements before final purchase order issuance.
- Support a role-based Microsoft 365 Government G3/G5 licensing model aligned to operational need, cybersecurity risk, and cost control.
- Ensure licensing coverage for Microsoft cloud services, on-premises Windows Server workloads, SQL Server workloads, and applicable Client Access Licenses (CALs).
- Support planning for Microsoft Entra ID, Conditional Access, MFA, Intune, Power Platform, information protection, auditing, and reporting capabilities.
- Establish an accountable, responsive licensing partner with demonstrated public-sector Microsoft licensing expertise.

3. Term

The Court anticipates a three-year licensing term aligned with the Microsoft renewal cycle. Vendors shall provide pricing for a three-year term and clearly identify any annual pricing, term commitments, price protections, renewal assumptions, true-up or adjustment mechanisms, and any minimum purchase requirements.

The Court reserves the right to evaluate alternate term options if proposed by the vendor, but the required baseline proposal must include three-year pricing. Any alternate term options must be clearly separated from the baseline three-year proposal.

4. Baseline Licensing Quantities for Pricing

The quantities below are baseline estimates for proposal comparison purposes. The Court reserves the right to increase, decrease, or adjust final license quantities prior to award or purchase order issuance. Vendors must provide unit pricing for each license type and identify any assumptions, dependencies, minimum purchase requirements, or recommended licensing changes.

The Court expects to issue a purchase order based on the final validated baseline licensing need. If additional licensing is later determined to be required, the Court may amend or supplement the purchase based on the unit pricing provided in the vendor's proposal, subject to applicable procurement requirements.

Licensing Category	Baseline Quantity for Proposal	Pricing Requested	Notes / Assumptions
Microsoft 365 Government G5	85 users	Annual price per user and total three-year cost	High-impact roles such as IT, judicial officers, executive leadership, HR, and selected management roles.
Microsoft 365 Government G3	265 users	Annual price per user and total three-year cost	General user population / line staff. Final quantity may vary based on updated staffing and role assignments.
Microsoft Entra ID P1 / P2 add-ons	As-needed add-on pricing	Annual price per user	Provide pricing if required separately from G3/G5 bundles or if recommended for specific user groups.
Microsoft Intune / endpoint management licensing	As-needed add-on pricing	Annual price per user or device, as applicable	Provide pricing if not included in proposed G3/G5 licensing model or if recommended as an add-on.
Microsoft Defender / security add-ons	As-needed add-on pricing	Annual price per user or device, as applicable	Identify overlap with existing CrowdStrike endpoint protection and explain where Microsoft security licensing is recommended.
Microsoft Purview / information protection / compliance add-ons	As-needed add-on pricing	Annual price per user	Provide pricing for any recommended information protection, DLP, auditing, eDiscovery, retention, or compliance capabilities not included in baseline licensing.
Visio Plan 2 or equivalent Government licensing	6 users	Annual price per user and total three-year cost	Current assigned usage baseline.
Power BI Pro or equivalent Government licensing	3 users	Annual price per user and total three-year cost	Current assigned usage baseline. Provide pricing for additional units.
Visual Studio Professional or equivalent	5 users	Annual price per user and total three-year cost	Current assigned usage baseline. Vendor should identify recommended

			licensing model if a different Visual Studio SKU is appropriate.
Windows Server User CALs	357 users	Unit price and total cost	Baseline based on current AD user count. Vendor shall validate User CAL vs Device CAL model.
Windows Server licensing	Based on Court-provided server/core inventory	Price by edition, core, and licensing model	Vendor shall review physical and virtual server inventory and recommend compliant licensing model.
SQL Server Standard	44 cores	Price per core and total cost	Vendor shall validate SQL edition, core counts, and licensing model.
SQL Server Enterprise	8 cores	Price per core and total cost	Vendor shall validate SQL edition, core counts, and licensing model.
Additional Microsoft licenses or add-ons	Variable	Unit pricing for additions during term	Vendor shall provide unit pricing for any other Microsoft licensing recommended or required to support the Court's environment.

5. Scope of Services

5.1 Licensing Pricing and Fulfillment

- Provide pricing for all baseline licensing quantities identified in this Scope of Work.
- Provide per-unit pricing for additional licenses, reductions, or adjustments during the term.
- Identify all applicable Microsoft program, agreement, or reseller/channel requirements.
- Support license ordering, provisioning, renewal, and fulfillment through authorized Microsoft channels.
- Clearly identify any subscription terms, cancellation restrictions, minimum purchase requirements, price protections, and annual adjustment mechanisms.

5.2 Licensing Assessment and Validation

- Review the Court's provided inventory, including users, devices, server infrastructure, CPU/core counts, SQL workloads, and CAL assumptions.
- Validate the proposed Microsoft 365 Government G3/G5 allocation and recommend any changes.
- Validate Windows Server licensing requirements, including physical hosts, virtualized workloads, and Standard vs Datacenter considerations.
- Validate SQL Server licensing requirements, including Standard vs Enterprise, core-based licensing, and any applicable virtualization rights.
- Validate Client Access License requirements and recommend whether User CALs or Device CALs are appropriate for the Court's environment.
- Identify licensing gaps, compliance risks, over-licensing, under-licensing, or licensing model changes that may affect cost or compliance.

5.3 Licensing Strategy and Optimization

- Provide recommendations for the appropriate licensing agreement structure, including EA, MCA, CSP, LPA/RFO, or other applicable Microsoft purchasing options.
- Provide cost modeling for the proposed role-based G3/G5 model and any recommended alternatives.
- Identify where Microsoft 365 G5 features provide value and where targeted add-ons may be more cost-effective.
- Account for the Court's existing CrowdStrike endpoint protection to avoid unnecessary duplication where appropriate.
- Support planning for Microsoft Entra ID, MFA, Conditional Access, Intune, Power Platform, Power BI, information protection, auditing, and reporting capabilities.
- Provide recommendations that balance cybersecurity needs, operational requirements, and public-sector cost control.

5.4 Ongoing Licensing Support

- Provide a designated account representative and Microsoft licensing specialist.
- Respond to licensing questions and quote requests in a timely manner.
- Provide renewal planning support, true-up support, and periodic licensing reviews.
- Notify the Court of material Microsoft licensing changes, price changes, product retirements, or program changes that may affect the Court.
- Support annual or periodic license reconciliation and optimization activities.

5.5 Security, Compliance, and Governance Alignment

- Advise on licensing required to support identity protection, access control, MFA, Conditional Access, information protection, DLP, retention, auditing, eDiscovery, and reporting.
- Identify licensing options relevant to public-sector, court, CJIS/CLETS-sensitive, or government cloud environments.
- Identify dependencies or limitations associated with Government Community Cloud (GCC) licensing and service availability.
- Support licensing decisions related to Microsoft Power Platform governance, including Power Automate and Power BI usage.

8. Deliverables

- Baseline pricing proposal with unit pricing and total three-year cost.
- Final licensing recommendation based on review of the Court's baseline inventory and requirements.
- Summary of licensing assumptions, risks, and dependencies.
- Recommended Microsoft 365 G3/G5 licensing allocation.
- Windows Server, SQL Server, and CAL licensing validation summary.
- Recommended agreement structure and procurement/licensing path.
- Ongoing licensing review and optimization summary at least annually, or more frequently if proposed by the vendor.

9. Service Expectations

- Vendor must provide accurate, timely, and clearly documented licensing guidance.

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- Vendor must provide prompt turnaround for quotes, licensing questions, and renewal support requests.
- Vendor must be proactive in identifying licensing risks, cost-saving opportunities, and relevant Microsoft program changes.
- Vendor must avoid recommending unnecessary licensing where existing Court capabilities already satisfy the business or security requirement.
- Vendor must support the Court's need for transparent pricing, public-sector accountability, and audit readiness.

10. Court-Provided Information

The Court will provide available licensing and inventory information to support proposal development and final validation. This may include user counts, assigned Microsoft licenses, endpoint/device counts, server/core inventory, SQL Server inventory, and available CAL assumptions. The Court's current counts are estimates and are subject to final validation.

11. Evaluation Considerations

The Court may evaluate proposals based on factors including, but not limited to:

- Total cost and unit pricing transparency.
- Accuracy and completeness of proposed licensing approach.
- Microsoft licensing expertise, particularly in public-sector and hybrid environments.
- Ability to support Microsoft 365 Government, G3/G5 licensing, Windows Server, SQL Server, CALs, Intune, Power Platform, and security/compliance licensing.
- Quality of service model, responsiveness, and escalation process.
- References and demonstrated performance with similar customers.
- Ability to support the Court throughout the three-year term.

12. Reservation of Rights

The Court reserves the right to adjust final license quantities, reject any or all proposals, request clarification, negotiate pricing or terms, and make an award in the best interest of the Court. Baseline quantities are provided to support comparable pricing and do not constitute a guarantee of final purchase quantities.