

County of Frederick

Information Technology
Scott Varner
Director

(540) 655-5614
Fax: (540) 722-2169
svarner@fcva.us

To: Board of Supervisors
From: Technology Committee
Date: May 10, 2017
Subject: Technology Committee Report and Recommendations

A Technology Committee meeting was held in the First Floor Conference Room at 107 N Kent Street on Wednesday, May 10, 2017 at 8:15 a.m. Members present were Gary Lofton, Technology Chairman; Judith McCann-Slaughter, Technology Committee member, Bill Ewing, Technology Committee Member, and Quaiser Absar, Citizen Member. Absent were Todd Robertson, Citizen Member and Lorin Sutton, Citizen Member.

1. The Information Technology Department requests use of PEG funds in the amount of \$56,000 to replace the projector and screen, add flat panel screens to the side walls in the back of the meeting room, allow for wireless presentation from any device to include Chromebooks, and replace microphone system. PEG funds are limited to local television broadcasting technology procurement. The Technology Committee voted to forward the request to the Finance Committee. See attached, p. 3
2. The Information Technology Department requests removing standard office supplies; mouse, keyboard, speakers from the IT Procurement Policy. The Technology Committee voted to approve the change. See attached, p. 5.

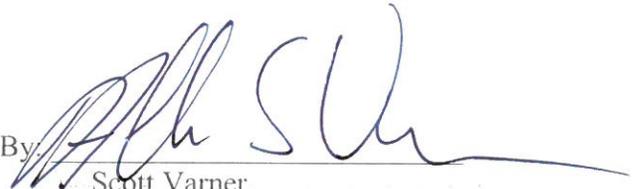
Information Only

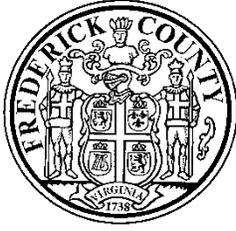
1. The IT Director provides a copy of the Memo to the Finance Committee that will request to transfer fund from personnel budget to operating budget. See attached, p. 12.
2. The IT Director introduces Keith Ryker, Network Administrator.
3. The IT Director provides an overview of: Active Directory Review and Migration, Current Projects, Network Switch Support, Proxy Server Replacement, and Help Desk Tick System Replacement.

Respectfully Submitted,

Information Technology Committee

Gary Lofton, Chairman
Judith McCann-Slaughter
Bill Ewing
Quaiser Absar
Lorin Sutton
Todd Robertson

By: 
Scott Varner,
IT Director



MEMORANDUM

To: Finance Committee
From: Scott Varner, IT Director
Subject: Request to use Peg Funds
Date: May 10, 2017

The Information Technology Department is requesting to use \$56,000 in Peg Funds to update the presentation equipment in the Board of Supervisors Meeting Room. The presentation equipment was not addressed at the time the camera system was upgraded. We have had complaints from citizens that the projector cannot be seen during the meeting especially when sitting towards the back of the room. In addition, the microphone system and room audio needs to be upgraded to address several issues of dead spots and audio feed back. Below are the areas that would be addressed.

- Replace the projector and screen
- Add flat panel screens in the back of the meeting room
- Allow for wireless presentation from any device to include Chromebooks
- Replace microphone system

Sincerely,

Scott Varner
County of Frederick
Director of IT

3593 Mayland Court
 Richmond, VA 23233
 Fed ID# 26-4368726
 office 804 747-7780
 fax 804 747-7112
 cell 804 564-6753
 Andrew Pitts
apitts@streetandco.com
 Contract Number 4394459JC-12



DATE January 20, 2017
Quotation # FCO012017
Customer: Frederick County
Contact Name: Scott Varner
Phone Number: (804) 828-7228
Email: svarner@fcva.us

Quotation

Bill To:

Frederick County
 Accounts Payable / Scott Varner
 0

Quotation valid until: February 19, 2017
Prepared by: Andrew Pitts

Location:

Frederick County

LINE	MANUFACTURER	PART #	DESCRIPTION	QTY	SALE PRICE PER ITEM	EXTENDED SALE PRICE
1						
2	Epson	VI1H750020	EPSON Pro G7500U, WUXGA 1920x1200 - 6500 Lumens	1	\$ 4,559.20	\$ 4,559.20
3	Chief	RPAU	Chief Projector Mount - Wh	1	\$ 189.60	\$ 189.60
4	Chief	CMS012018W	Chief Ext Pipe - Wh	1	\$ 104.00	\$ 104.00
5	Chief	CMS440	Chief Suspended Ceiling Mount	1	\$ 128.00	\$ 128.00
6	Dalite	21858LSC	Dalite Tensioned Contour Electrol - HD Progressive 1.1 - viewing area 60"h x 96"w - 113" Dia - White - 2" Total Black drop at the top.	1	\$ 2,719.20	\$ 2,719.20
7	NEC	E705	NEC 70" Display	2	\$ 2,912.00	\$ 5,824.00
8	Chief	LTMIU	Chief Fusion Wall Mount	2	\$ 256.00	\$ 512.00
9	Crestron	TSW-760	Crestron 7" Touch Panel	1	\$ 1,120.00	\$ 1,120.00
10	Crestron	TSW-760-TTK	Crestron Tabletop Kit for TSW-760	1	\$ 140.00	\$ 140.00
11	Crestron	CEN-SW-POE-5	Crestron 5-Port PoE	1	\$ 280.00	\$ 280.00
12	Crestron	DMP53-300-C	Crestron Series DigitalMedia Presentation System 300	1	\$ 5,880.00	\$ 5,880.00
13	Crestron	DM-RMC-4K-SCALER-C	Crestron DigitalMedia 8G+ 4K Rx & Room Controller w/Scaler	3	\$ 1,260.00	\$ 3,780.00
14	Crestron	DM-TX-4K-302-C	Crestron DM HDMI / VGA Transmitter (for podium - Res PC & Aux HDMI & VGA feed)	1	\$ 1,400.00	\$ 1,400.00
15	Crestron	DM-TX-4K-100-C-1G-B-T	Crestron DM HDMI Tx	1	\$ 490.00	\$ 490.00
16	Mersive	SP-7000-E	Solstice perpetual software license integrated on an Android appliance - unlimited number of users - Enterprise Edition	1	\$ 1,299.00	\$ 1,299.00
17	Mersive	SM-101-UPE	1 year extended Pod software maintenance at time of purchase (first 12 months included with initial purchase) - Enterprise Edition - Additional 3% off - 2 Years Total	1	\$ 221.00	\$ 221.00
18	Shure	SLX124/85/SM58	Shure SLX Combo Wireless System Features SM58 Handheld Microphone & WL185 Lavalier Microphone	1	\$ 889.00	\$ 889.00
19	Shure	DIS-CCU	Central Control Unit for DDS 5900	1	\$ 1,075.00	\$ 1,075.00
20	Shure	PS-CCU-US	Power supply for DIS-CCU	1	\$ 775.00	\$ 775.00
21	Shure	DC 5980 P	Portable Conference Unit.	16	\$ 338.00	\$ 5,408.00
22	Shure	GM 5924	Gooseneck Mic. w/LED.	16	\$ 152.00	\$ 2,432.00
23	Biamp	TesiraFORTÉ VI	Biamp DSP with VoIP Interface	1	\$ 2,398.40	\$ 2,398.40
24	QSC	CX204V	QSC 70c 4-Ch Amplifier	1	\$ 1,280.00	\$ 1,280.00
25	JBL	Control 24CT	JBL Control 24CT Ceiling Speaker	8	\$ 116.80	\$ 934.40
26	Epson	VI3H010L93	EPSON Replacement Lamp G7000 Series	1	\$ 199.00	\$ 199.00
27	Epson	EPPEXPB2	EPSON Whole Unit Exchange Virtual Warranty, 2 Year - G Series	1	\$ 279.00	\$ 279.00
28						\$ -

Material Sub Total	\$ 44,315.80
Cables & Connectors	\$ 1,379.36
Labor and Programming	\$ 6,825.00
Travel & Lodging	\$ 1,250.00
Subtotal	\$ 53,770.16
Freight	\$ 525.00
Total Sale Price	\$ 54,295.16
Sales Tax	\$ -
Total Quote	\$ 54,295.16

7 Days \$7350 - 1/2 day discount \$525 for leg work
 2 Guys for 5 nights

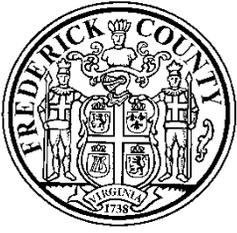
Notes:

1. Payment terms: A progress payment schedule shall be developed to meet the job schedule requirements.
2. The above proposal does not include any options.
3. All electrical work is left to the client or client subcontractor, unless otherwise determined.

Signature to proceed with order _____ Date _____

PURCHASE ORDER NUMBER : _____

EMAIL OR FAX TO - ORDERS@STREETANDCO.COM OR 804-747-6041



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

IT PROCUREMENT POLICY

I. PURPOSE: To establish policy, procedure, and responsibilities for the procurement of Frederick County owned IT equipment, peripherals, and/or software to include that procured by Agencies for which Frederick County serves as Fiscal Agent; and ensure that computing resources are up-to-date and available to all staff.

II. SCOPE: This policy applies to all Frederick County Departments and those agencies for which Frederick County serves as Fiscal Agent.

III. POLICY: Unless otherwise specified in this policy, all IT equipment, peripherals, and software will be procured by the Frederick County IT Department. No IT equipment, peripherals, or software will be connected to the IT network without approval of the Frederick County IT Director.

IV. DEFINITIONS:

CPU (pronounced as separate letters) is the abbreviation for central processing unit. Sometimes referred to simply as the central processor, but more commonly called processor, the **CPU** is the brains of the computer where most calculations take place.

Enterprise IT Equipment, Peripherals and Software: That IT equipment, peripherals, and software that are network/server based, provide services to, and are accessible by multiple departments or agencies under a joint initiative.

Exempt IT Equipment, Peripherals and Software: That IT equipment, peripherals, and software formally exempted from this policy by the Director of Information Technology in accordance with the criteria and procedure specified in paragraph 7.

Information Technology (IT): Those technologies involving the development, maintenance, and use of computer systems, software and networks for processing and distributing data and information.

IT Equipment, Peripherals, and Software: All computer equipment, software, or other asset that is connected to a computer to increase functional range or efficiency to including but not limited to: personal computers, laptops, file servers, printers, bar code readers, palm pilots, copiers, and wireless communications.

Vocational IT Equipment, Peripherals and Software: That IT equipment, peripherals, and software that is used

or accessed solely within a single County department or agency.

V. RESPONSIBILITIES:

A. The Director, Frederick County IT shall:

Approve and acquire, all IT equipment, peripherals and/or software;

Approve IT equipment, peripheral, and software exemption requests in accordance with the criteria specified in paragraph 7;

Establish and maintain Frederick County software licensing and documentation;

Establish and maintain Frederick County computer refresh policy/procedure;

Lead research and procurement initiatives of enterprise technology. Once an enterprise technology is put into service, IT will budget for maintenance of enterprise, peripherals, and software.

Current enterprise technologies include:

- NOC – network operations center – cabling, switches, servers, UPS, data backup systems, SSL certificates
- Geographic Information Systems interactive mapping software and data
- Laserfiche document imaging software
- Cryptzone data security encryption software
- Exchange email services, GFI email archiving
- Internet access, iPrism Internet reporting, SpamTitan
- WEB domain registration and County Web Site
- Trendmicro Antivirus software
- Phone connectivity and access, BCM
- RSI Phone Shadow, call tracking software (3)

B. Frederick County Constitutional Officers, Department Heads, and Chiefs of other Agencies for which Frederick County serves as Fiscal Agent shall:

Plan and budget for the acquisition and maintenance of vocational IT equipment, peripherals and software;

Submit all proposals for new IT projects and/or upgrades to existing IT equipment, peripherals and software to the IT Director in writing for coordination prior to actually requesting procurement;

Submit IT equipment, peripherals, and software acquisition requests to the IT help desk; Submit all proposals and requests for IT equipment, peripherals, and software acquisition exemptions meeting the criteria specified at paragraph 7 to the IT Department Director; Acquire, install, and maintain exempt IT equipment and systems;

Prohibit the connection or interface of exempt systems to/with the Frederick County IT network.

VI. COMPUTER REPLACEMENT PROCESS:

It is generally expected that equipment will be replaced every five (5) years. Budget limitations and the volatility of the computer industry and system prices may require altering this lifecycle.

The IT Director will develop and maintain a complete computer inventory, collecting information and asset tagging all Frederick County computer equipment. This database will contain information pertaining to the CPU, attributes such as the year purchased, service records, and service tags shall be used to identify the CPUs for future replacement. Any other equipment not identified as CPU equipment will be handled as per section VII Procurement Procedures.

A. Scope

The CPU is the only item included in the scheduled computer replacement process. Departments may choose to replace additional equipment/peripherals and/or upgrade software at their expense. Any items not explicitly covered by the replacement language shall be governed by the overall IT Procurement Policy.

B. Replacement Notification

Notification of CPU's proposed for replacement will be distributed to the respective department heads during the budget preparation period for their review.

Note: The replacement CPUs will be based on the current year's configuration. There are two approved configuration models, standard and high end for desktops and laptops. The updated configurations are available on the technology intranet page.

C. Funding/Budgeting

Once consensus is reached between the Department Head and IT Director, the IT Director will submit a centralized request, categorized by department, as part of the IT budget request. This request will be part of the normal budget process to replace only "End of Life" CPUs.

Funds approved as part of the IT budget will be allocated to departmental budgets. In the event that an amount less than requested is approved, the IT Director will determine equipment in greatest need of replacement. Remaining equipment will receive top priority in the next replacement cycle.

D. Configuration Selection

CPU replacement will follow the standard configurations as published by the IT Department. The configurations can be found on the Intranet under the IT/MIS Department/IT Procurement Information/Policy and Forms: Standardized Software and PCs List. There are three tiers of

configurations: Standard, Advanced, and High-End Workstation.

E. Equipment Selection

The standard configurations include both desktop and laptop models. While desktop computers have higher performance, laptop models are highly portable. IT provides full support for both. The following guidelines should be used to assist in the choice of equipment:

- The standard desktop is intended for general office productivity, such as word processing, spreadsheets, electronic messaging, and web browsing, making it suitable for most office needs.
- The laptop configuration combines basic office productivity with portability. The standard laptop configuration is suitable for any employee who frequently works from a remote location or travels for the County.
- The higher end desktop/laptops are intended for job titles/functions that require advance functionality and resources (i.e. large graphics or video rendering).

VII. PROCUREMENT PROCEDURES:

With the exception of items exempted from this policy, all requests for procurement of IT equipment, peripherals, and software shall be processed through the Frederick County IT help desk. All purchases shall be made in accordance with the Frederick County Finance Policies and Procedures Guide.

A Procurement Authorization Form (Attachment A) shall be used to submit all IT procurement requests. The request shall include a description of the equipment, peripherals, and/or software required; an explanation of why the purchase is necessary; the budget line item code; and the signature of the Department Head or designee (in accordance with the signature authorization list maintained by the Finance Department). The request may be scanned and attached to the help desk ticket; emailed; or submitted in paper form.

All software purchases shall be licensed in accordance with the manufacturer's requirements and registered in the name of Frederick County. Frederick County software shall not be duplicated or distributed for use other than as directed by the software license.

Unless otherwise coordinated, all IT purchases and associated invoices shall be delivered to the IT Department. The IT Department shall process all invoices for payment.

VIII. EXEMPTIONS:

A. Standard Exemptions: A listing of standard equipment, peripherals, and software exempt from this policy shall be maintained and posted on the Employee Intranet by the IT Director. Any equipment, peripherals or software under standard exemption may be acquired in accordance with Frederick County procurement policy directly by the requesting Department or Agency without approval of the Frederick county IT Director being required.

B. Other Exemptions: The IT Director may exempt IT equipment, peripherals, and software from this

policy if both of the following prerequisites exist:

1. The item is not and will not be connected to the Frederick County network and will not be maintained by the Frederick County IT Department; **and**
2. The equipment is part of a state-mandated automation system or is part of a unique vocational or operational system without application to any other Frederick County Department.

C. Exemption Requests: Constitutional Officers, Department Heads, and Agency Heads for which Frederick County serves as Fiscal Agent may request that IT equipment, peripherals, and software meeting the criteria of paragraph 7 be exempt from this policy if the prerequisites cited in both 7b(1) and (2) exist.

Requests for exemption shall be submitted in writing to the IT Department Director with a detailed description of the equipment, peripheral and/or software to be exempted and a complete description of how the criteria in paragraph 7 applies.

The IT Department Director serves as the exemption approval authority, however the IT Director may, at his discretion, forward the request to the ITWG for further consideration and recommendation prior to a final decision.

If approved, the IT Department Director shall prepare a letter specifically identifying the exempt items. A copy of the letter shall be attached to the invoices for all future purchase of exempted equipment, peripherals or software and forwarded to the Finance Department.

Exemption requests which are denied by the IT Director may be appealed to the County Administrator.

IX. WIRELESS ACCOUNTS:

All new wireless account procurements after September 14, 2010, shall be reviewed by the IT Department and approved by the County Administrator prior to commitment or contract.

Requests for new wireless accounts shall be forwarded in writing to the IT Department Director along with a copy of the proposed contract.

Prior approval for renewal of any existing contracts is not required except when additional funding is needed.

Proof of approval by the IT Director and the County Administrator shall be attached to the first invoice when submitted to Finance for payment.

Wireless accounts acquired and/or maintained in violation of this policy shall not be connected to any device on the County network. Any device or software installed on the County network without the endorsement of the IT Department shall be removed from the PC and/or the County network.

Any violation of wireless account restrictions shall be reported to the County Administrator.

X. NON-COMPLIANCE:

Hardware, peripherals, software or other devices procured in violation of this policy shall not be connected to any device or otherwise operate on the Frederick County network. Any hardware, peripheral, software or other device connected or otherwise operating on the County IT network without the endorsement of the IT Director shall be removed immediately by IT Department personnel.

All violations of this policy shall be reported immediately to the appropriate Department Head. Department Heads shall prepare a letter of explanation and forward it to the IT Director. The IT Director shall review the letter of explanation and forward it to the County Administrator along with a recommendation for action. A copy of the letter of explanation shall be attached to the invoice forwarded to the Finance Department for payment.

Violation of this policy may result in disciplinary action including, but not limited to, being held personally financially responsible for the procurement.

UPDATES:

- (1) 2010/10/15 - Policy revision – Draft by sub-committee
- (2) 2010/11/16 – IT Working Group Review/Changes/Recommendation
- (3) 2010/12/15 – Initial Steering Committee review and revision
- (4) 2010/12/22 – IT Steering Committee approval
- (5) 2014/4/2 – Computer Replacement Process addition
- (6) 2016/5/10 – Standard Office Supplies Removed: mouse, keyboard, speakers

FREDERICK COUNTY IT PROCUREMENT POLICY STANDARD EXEMPTIONS

“A. Standard Exemptions: A listing of standard equipment, peripherals, and software exempt from this policy shall be maintained and posted on the Employee Intranet by the IT Director. Any equipment, peripherals or software under standard exemption may be acquired in accordance with Frederick County procurement policy directly by the requesting Department or Agency without approval of the Frederick county IT Director being required.”

Batteries and Chargers: for peripherals such as digital cameras; batteries for laptops; replacement or new;

Cables: includes connective cables between computer and wall/network; connective cables between computer and peripherals; i.e. printer, drop, patch;

Cameras, Digital cameras and their accessories: all cameras and associated accessories – i.e. bags, tripods, bipods, film, developing, cards, straps, cases, disks required to operate a camera;

Digital Transfer/Storage Media: disposable storage for transfer of data; i.e. CDs, DVDs, disks, tapes, SD cards;

Fax Machines: FAX alone or stand-alone models only - does not include “All-In-One” office machines; FAX machines strictly used for phone services and not attached to a printer, copier, or computer;

Maintenance: only on existing and installed equipment, peripherals and software systems; maintenance service contracts; service, maintenance and repair of equipment due to use; service parts – i.e. drum heads, imagers, rollers, pen heads, pens;

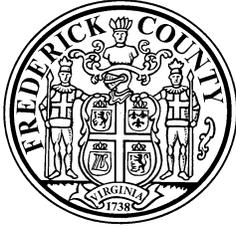
Monitor Accessories, Screens and covers: video monitor accessories designed to relieve light stress on eyes; anti-glare protection; anti-static guards;

Mouse, Keyboard, and Speakers: standard office supplies to operate computer and accessories for mice or keyboard, optical or ball; that do not require additional software to run or to be used; foam pads to prevent carpal tunnel;

Printer Supplies: standard office supplies to operate printers, scanners, fax machines, copiers – i.e. paper, toner, ink.

UPS (Uninterrupted Power Supply): Surge protectors; backup batteries;

USB Digital Data Storage: thumb drives, jump drives, portable hard drives, storage drive or devices that hook to a computer via USB and do not require additional software installation.



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

To: Finance Committee
From: Scott Varner, IT Director
Subject: Request to Transfer Funds
Date: May 10, 2017

The Information Technology Department is requesting to transfer \$25,000 from the personnel budget line item 012200-1001-000-025 (Systems Analyst) to the regular operating budget line item 012200-3005-000-000 (Maintenance Service Contracts) to cover unexpected expenses for the maintenance support for network switches in the Kent Building, Public Safety Building, and the North West Regional Jail. In the process of trouble shooting an issue with one of the network switches, it was discovered that the maintenance support for the majority of the switches in the network closets in our three main buildings had lapsed last year.

The Information Technology Department is requesting to transfer \$15,000 from the personnel budget line item 012200-1001-000-025 (Systems Analyst) to the regular operating budget line item 012200-3002-000-000 (Professional Services – Other) to cover expenses for assessing and mitigating issues with the County’s Active Directory that need to be resolved ahead of the migration to Microsoft Office 365. The initial professional service engagement is to fully assess both the existing environment and future goals for integrating the County active directory with the Microsoft Cloud. The following goals are included in this project:

- Evaluate the current Active Directory Environments
- Evaluate Active Directory Integrated Applications (such as Exchange, SharePoint, etc.)
- Evaluate application dependencies and tie-ins
- Determine Remedial/consolidation approach
- Formulate plan for remediation/consolidation
- Determine timelines and responsibilities
- Provide Statement of work for AD consolidation and user Identity integration with Office 365/Azure AD

The bulk of the \$20,000 request will be used to mitigate issues discovered in the assessment phase of the project.

Sincerely,

Scott Varner
County of Frederick
Director of IT



DISYS Solutions Inc
44670 Cape Court, Suite 100
Ashburn, VA 20147
Phone: 1-888-286-3896
Fax: 1-800-601-2944
<http://www.disyssolutions.com>

Company: Frederick County
Contact: Allen Scott Varner
Quote: AJ-0417173
Date : 4/17/2017
Contract# : VA-160324-DISY

SERIAL NUMBER	PRODUCT NUMBER	QUANTITY	CONTRACT#	SERVICE LEVEL	BEGIN DATE	END DATE	SERVICE SKU	ANNUAL LIST PRICE	PRO RATED LIST PRICE	CUSTOMER PRICE
FOC1714W2MF	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2KF	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2EZ	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2HT	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2L4	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2LZ	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2KS	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2FC	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1713W36G	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2LK	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2LL	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FDO1714Z072	WS-C3750X-24S-S	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-C375X24S	\$ 1,900.00	\$ 2,290.41	\$ 1,878.14
FDO1713R07V	WS-C3750X-24S-S	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-C375X24S	\$ 1,900.00	\$ 2,290.41	\$ 1,878.14
FDO1707Z233	WS-C3750X-48T-S	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNTP-3750X4TS	\$ 1,160.00	\$ 1,398.36	\$ 1,146.66
FDO1708R1PV	WS-C3750X-48P-S	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNTP-3750X4PS	\$ 1,310.00	\$ 1,579.18	\$ 1,294.93
JMX1645400X	ASA5505-BUN-K9	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-AS5BUNK9	\$ 71.00	\$ 85.59	\$ 70.18
FCW1813A3CG	WS-C2960X-24PS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-WSC224SL	\$ 201.00	\$ 242.30	\$ 198.69
FTX182380BC	C2901-CME-SRST/K9	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2901CMST	\$ 314.00	\$ 378.52	\$ 310.39
JMX1535Z0V1	ASA5505-BUN-K9	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-AS5BUNK9	\$ 71.00	\$ 85.59	\$ 70.18
FOC1906S0FB	WS-C2960X-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-WSC294SL	\$ 415.00	\$ 500.27	\$ 410.22
FOC1906S09R	WS-C2960X-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-WSC294SL	\$ 415.00	\$ 500.27	\$ 410.22
JMX1221L1FB	ASA5510-SEC-BUN-K9	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-AS1SBK9	\$ 775.00	\$ 513.84	\$ 421.35
JMX154640JG	ASA5505-BUN-K9	1	NEW	SNT	01-Nov-2017	30-Jun-18	CON-SNT-AS5BUNK9	\$ 71.00	\$ 85.59	\$ 70.18
JMX1546Z0F3	ASA5505-BUN-K9	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-AS5BUNK9	\$ 71.00	\$ 85.59	\$ 70.18
FLM1917W0E4	ISR4331-VSEC/K9	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNTP-ISR4331VS	\$ 1,123.00	\$ 1,353.75	\$ 1,110.08
FOC1210U3LZ	WS-C2960-48TT-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-C29604TT	\$ 181.00	\$ 218.19	\$ 178.92
FOC1714Y3HF	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2NL	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2NV	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2P2	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76

FOC1714Y3JB	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714Y3J9	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2NA	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714Y3HU	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2MZ	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714Y3J6	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714Y3J2	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2N9	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2N2	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714Y3J7	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714Y3J0	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714Z1JV	WS-C2960S-24PS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S2PS	\$ 231.00	\$ 278.47	\$ 228.35
FOC1721Y0HX	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1721Z0CK	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1726Z35M	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2MW	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76
FOC1714W2MB	WS-C2960S-48FPS-L	1	NEW	SNT	17-Apr-2017	30-Jun-18	CON-SNT-2960S4FS	\$ 455.00	\$ 548.49	\$ 449.76

Quote #: 17348385

Total \$ 23,689.41

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PRICING: Planet services

Discovery Services	Per hour Cost	Hours	Extended Cost
Senior Exchange Engineer	\$185	40	\$7,400.00
Project Management	\$125	8	\$1,000.00
Total Labor Cost			\$8,400.00

Notes:

1. Prices above assume that the project will represent a combination of on-premises and remote work, working in conjunction with your staff.
2. For scheduling purposes, the prices above assume a linear effort, spanning over the course of a linear calendar week- unforeseen delays due to lack of availability on the customer side may result in additional hours.
3. This is a Times and Materials estimate.
4. Some of these tasks could be performed by Frederick County staff to reduce the hours needed to complete the project.

Roles

Due to the timeframes set forth, Planet recommends a team of 1-3 individuals to lead the project. Some resources are capable of performing more than one role. The proposed team will be made up of:

Planet Office 365 Consultant: This individual will be a Subject Matter Expert (SME) on Email and Microsoft Technology and provide guidance and direction to the team based on lessons learned during other customer deployments. The Planet Consultant will participate in a full-time capacity and lead the plan and milestones.

Planet Project Manager: A project manager will be made available part-time to provide leadership, direction, and management of this process. This will allow for all parties to have a single point of contact who can aggregate all information and maintain schedule.