

January 17, 2019



IT INFRASTRUCTURE PRESENT STATE DISCOVERY & DOCUMENTATION

PREPARED FOR:

CITY OF ROCHELLE



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PROJECT DESIGN DESCRIPTION, SCOPE AND DURATION

IT INFRASTRUCTURE PRESENT STATE DISCOVERY & DOCUMENTATION

SCOPE OF WORK:

The City of Rochelle is engaging Sikich LLP for Time and Material IT Services pursuant to the following activities:

Discovery and documentation of present IT infrastructure state as well as verification of any existing documentation that may exist. Proper documentation will not only enable Sikich IT resources to assist the City's IT staff as requested when needs arise but will also be invaluable to any new staff hires the City makes in the future. Our review includes the use of automated tools to scan the IT related equipment as well as a physical review of the IT infrastructure.

The various areas to be assessed are broken down below to provide an estimate of the services required in each area:

- **Internal Connectivity**
- **Further Identification of remaining Internal Server & Network Devices**
- **Windows Servers Access**
- **Linux Servers Review**
- **Server Backup Review**
- **Firewall Password Recovery & Policy Review**
- **Office 365 Current Configuration & Security Review**
- **Former Network Manager E-mail Recovery and Review**
- **Internet Service Provider Infrastructure**
- **Documentation of Findings & Recommendations**

Internal connectivity

- Analyze switch configurations to determine connectivity within municipality (to include the Tech Center and other City agencies/buildings).
- Creation of a network diagram and related documentation outlining connectivity, VLANs, IP addresses/subnets, routing, access control lists, etc.

Staff Rates	Rate/Hour	Est. Hours	Total
Senior Consultant	\$225.00	60	\$13,500.00
Senior Consultant - After Hours	\$337.50	0	\$0.00
Senior Consultant - Travel	\$112.50	2	\$225.00
Managing Consultant\Project Manager	\$260.00	20	\$5,200.00
Managing Consultant\Project Manager - After Hours	\$390.00	0	\$0.00
Managing Consultant\Project Manager - Travel	\$130.00	2	\$260.00
Professional Services Labor Estimate			\$19,185.00

Further Identification of Internal Servers and Network devices

- Determine location and role of remaining unidentified servers and network devices – requires ACL change (on core switch?) to permit access to LAN VLAN from Switch Management VLAN for ARP purposes.

Staff Rates	Rate/Hour	Est. Hours	Total
Senior Consultant	\$225.00	0	\$0.00
Senior Consultant - After Hours	\$337.50	8	\$2,700.00
Senior Consultant - Travel	\$112.50	4	\$450.00
Managing Consultant\Project Manager	\$260.00	0	\$0.00
Managing Consultant\Project Manager - After Hours	\$390.00	0	\$0.00
Managing Consultant\Project Manager - Travel	\$130.00	0	\$0.00
Professional Services Labor Estimate			\$3,150.00

Windows Servers Access

- Gain access to three Windows servers for which access credentials are unknown. The three servers are: ERG-VM-1, ERG-VM-2 & ERG-VM-3. This can be accomplished with physical access to servers but will require that servers be rebooted.
- Document information about these servers after access is gained.
- Finalize report on Windows servers and present to City IT staff.
- Gather and present additional information as necessary.

Staff Rates	Rate/Hour	Est. Hours	Total
Senior Consultant	\$225.00	12	\$2,700.00
Senior Consultant - After Hours	\$337.50	0	\$0.00
Senior Consultant - Travel	\$112.50	0	\$0.00
Managing Consultant\Project Manager	\$260.00	0	\$0.00
Managing Consultant\Project Manager - After Hours	\$390.00	0	\$0.00
Managing Consultant\Project Manager - Travel	\$130.00	0	\$0.00
Professional Services Labor Estimate			\$2,700.00

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Linux Servers Review

- Document information about the Linux servers.
- Review the installed applications for each server.
- Assess the current backup solution for the Linux servers.

Linux Server Quantity	Cost per Server	Total
50	\$910.00	\$45,500.00
Professional Services Labor Estimate		\$45,500.00

Server Backup Review

- Provide additional information on discovered backup strategies and implementation as available.

Staff Rates	Rate/Hour	Est. Hours	Total
Senior Consultant	\$225.00	12	\$2,700.00
Senior Consultant - After Hours	\$337.50	0	\$0.00
Senior Consultant - Travel	\$112.50	0	\$0.00
Managing Consultant\Project Manager	\$260.00	0	\$0.00
Managing Consultant\Project Manager - After Hours	\$390.00	0	\$0.00
Managing Consultant\Project Manager - Travel	\$130.00	0	\$0.00
Professional Services Labor Estimate			\$2,700.00

Firewall Password Recovery and Policy Review

- Perform firewall password recovery on four Barracuda firewalls. There are (2) F400 and (2) X300 models.
- Backup current configurations for disaster recovery purposes.
- Analyze and document firewall policy configurations.

Staff Rates	Rate/Hour	Est. Hours	Total
Senior Consultant	\$225.00	12	\$2,700.00
Senior Consultant - After Hours	\$337.50	3	\$1,012.50
Senior Consultant - Travel	\$112.50	2	\$225.00
Managing Consultant\Project Manager	\$260.00	12	\$3,120.00
Managing Consultant\Project Manager - After Hours	\$390.00	3	\$1,170.00
Managing Consultant\Project Manager - Travel	\$130.00	2	\$260.00
Professional Services Labor Estimate			\$8,487.50

Office 365 Current Configuration and Security Review

- Review Office 365 for adherence to configuration and security best practices.

Staff Rates	Rate/Hour	Est. Hours	Total
Senior Consultant	\$225.00	8	\$1,800.00
Senior Consultant - After Hours	\$337.50	0	\$0.00
Senior Consultant - Travel	\$112.50	0	\$0.00
Managing Consultant\Project Manager	\$260.00	0	\$0.00
Managing Consultant\Project Manager - After Hours	\$390.00	0	\$0.00
Managing Consultant\Project Manager - Travel	\$130.00	0	\$0.00
Professional Services Labor Estimate			\$1,800.00

Former Network Manager Email Recovery and Review

- Convert copy of former Network Manager’s email mailbox prior to the Office 365 migration from a Zimbra file format to a readable Microsoft Outlook .pst (Personal Folder) format and review for any relevant network information.

Staff Rates	Rate/Hour	Est. Hours	Total
Senior Consultant	\$225.00	4	\$900.00
Senior Consultant - After Hours	\$337.50	0	\$0.00
Senior Consultant - Travel	\$112.50	0	\$0.00
Managing Consultant\Project Manager	\$260.00	0	\$0.00
Managing Consultant\Project Manager - After Hours	\$390.00	0	\$0.00
Managing Consultant\Project Manager - Travel	\$130.00	0	\$0.00
Professional Services Labor Estimate			\$900.00

Internet Service Provider (ISP) Infrastructure

- Review and document City’s ISP infrastructure including:
 - Juniper and Cisco routers
 - Barracuda firewalls
 - IP address/subnet assignments
 - Subnet routing tables
 - Site-to-Site and Client-to-Site Virtual Private Network (VPN) tunnels
 - Access control lists
 - ISP client management procedures

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Staff Rates	Rate/Hour	Est. Hours	Total
Senior Consultant	\$225.00	60	\$13,500.00
Senior Consultant - After Hours	\$337.50	0	\$0.00
Senior Consultant - Travel	\$112.50	2	\$225.00
Managing Consultant\Project Manager	\$260.00	20	\$5,200.00
Managing Consultant\Project Manager - After Hours	\$390.00	0	\$0.00
Managing Consultant\Project Manager - Travel	\$130.00	2	\$260.00
Professional Services Labor Estimate			\$19,185.00

Documentation of Findings & Recommendations along with recommended prioritization

- Document and present our findings and recommendations based on the review analysis.

Staff Rates	Rate/Hour	Est. Hours	Total
Senior Consultant	\$225.00	30	\$6,750.00
Senior Consultant - After Hours	\$337.50	0	\$0.00
Senior Consultant - Travel	\$112.50	2	\$225.00
Managing Consultant\Project Manager	\$260.00	30	\$7,800.00
Managing Consultant\Project Manager - After Hours	\$390.00	0	\$0.00
Managing Consultant\Project Manager - Travel	\$130.00	2	\$260.00
Professional Services Labor Estimate			\$15,035.00

Project Management

This engagement will be managed utilizing Project Management Practices including:

- Formal Project Initiation (Kick-Off) meeting with review of Project Charter
- Project Charter will include:
 - Implementation Methodology
 - Summary of Goals and Deliverables
 - Scope Discussion (In Scope & Out of Scope activities)
 - Project Roles & Responsibilities
 - Timeline Discussion & Resource Coordination
 - Project Dependencies & Assumptions
 - Identify Project Risks & Mitigation Plans
 - Issues Management Process
 - Change Control Process
- Regular Status updates/Status Checkpoints
- Proactive Management of Project Activities
- Final Deliverable Review and Project Closure discussion

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Staff Rates	Rate/Hour	Est. Hours	Total
Senior Consultant	\$225.00	0	\$0.00
Senior Consultant - After Hours	\$337.50	0	\$0.00
Senior Consultant - Travel	\$112.50	0	\$0.00
Managing Consultant\Project Manager	\$260.00	60	\$15,600.00
Managing Consultant\Project Manager - After Hours	\$390.00	0	\$0.00
Managing Consultant\Project Manager - Travel	\$130.00	0	\$0.00
Professional Services Labor Estimate			\$15,600.00

PROJECT DURATION

The duration of the project is estimated to last 8 - 12 weeks after the project kick off meeting.

PROJECT BUDGET

PROFESSIONAL SERVICES COST

Total Project Services

Staff Rates	Rate/Hour	Est. Hours	Total
Senior Consultant	\$225.00	198	\$44,550.00
Senior Consultant - After Hours	\$337.50	11	\$3,712.50
Senior Consultant - Travel	\$112.50	12	\$1,350.00
Managing Consultant\Project Manager	\$260.00	142	\$36,920.00
Managing Consultant\Project Manager - After Hours	\$390.00	3	\$1,170.00
Managing Consultant\Project Manager - Travel	\$130.00	8	\$1,040.00
Linux Server Assessment			\$45,500.00
Total Professional Services Labor Estimate			\$134,242.50

The project will be performed under a Time & Materials engagement.

Change(s) in the scope, as defined in this proposal, are subject to a change order to be included into the project. Any change order(s) will be submitted to the client for approval.

CITY OF ROCHELLE PROJECT RESPONSIBILITIES

This proposal assumes that the City of Rochelle staff will perform the following tasks as related to this project:

- Provide an administrative account on existing systems and networking devices.
- Provide physical access to the systems.
- Schedule any systems downtime with end-users if required.

Client initials: _____

PROPOSAL ACCEPTANCE

Name

Signature

Date