Term of Reference

Office 365 Migration

1. **Introduction**

   CDRI is a development policy research institute with a mission to contribute to Cambodia's sustainable development and the well-being of its people. CDRI works to produce independent, objective, scientifically rigorous and high-quality policy-relevant development research, to maximize its accessibility to policymakers, influencers, and stakeholders. Our studies are peer-reviewed, published in various publication types to suit different targeted audiences, and disseminated through research briefings, workshops and roundtable meetings and made available to the general public on our website and via social media.

2. **Purpose**

   CDRI is looking for a qualified consultant who is experienced in supplying work on **Office 365 migration.**

3. **Objectives of Proposal**

   The objective of this proposal is to support, the migration of Office 365 from one tenant to another with the smooth transaction without interruption.

4. **Services and Requirements**

   CDRI is currently hosting the CDRI website and subscription to Office 365 with a third-party company, which has 74 licenses.

   Related to our requirement, we need to move the current Office 365 subscription from our current tenant to another tenant.

   4.1 Move Office 365 Subscription to a New Tenant
   - Migrate User Accounts and Data: migrate user accounts, emails, OneDrive, SharePoint, and other data from the old tenant to the new one.
   - Update DNS to point to Microsoft 365

   4.2 Migration Plan and Support
   - The migration must be well-planned and seamless for end users of CDRI
   - Responsibility for identifying and implementing necessary support to ensure uninterrupted services during transfer and migration
   - Proposed support mechanism for urgent and critical issues.

5. **Mandatory Documents and Requirements**
   - Bidder/partner must be a Microsoft Certified Partner - shall have authorization from Microsoft for providing requested solutions (Licensing and implementation capabilities)
   - Bidder/partner must have at least below Microsoft certifications (enclose documentary evidence) Certification for Cloud Productivity (Core Office 365), Certification (Exchange / Office 365)…etc.
   - Experience with similar Projects Office 365 migration. Bidder must submit reference letters/ testimonials of completed similar projects in the past three years
   - Expertise of team members, the bidder must have a minimum of 3 dedicated team members for the implementation, and the team members proposed must be Microsoft-certified professionals.
   - Project shall be carried out by the resource persons included in the proposal. Changing of project team members upon winning the bid will not be allowed.

- Details on the provider's profile (history, partner, client...)

6. **Submission of the interest.**

CDRI committee will select a maximum of 3 bidders ranked based on a scoring system. All interested bidders can contact piseysorn@cdri.org.kh with any technical concerns.

The selected candidates will then be invited to respond to a closed call for tenders based on a full set of specifications. This complete set of specifications will contain all the elements necessary for the recommendation of a technical solution and the elaboration of a costing.

All of the bidder's interest should be sent by e-mail to CDRI at hr@cdri.org.kh no later than midnight on 31/ May/ 2024.