

## OWENS VALLEY CAREER DEVELOPMENT CENTER

*TUNIWA NOBI FAMILY LITERACY, NÜMÜ YADOHA LANGUAGE PROGRAM, TRIBAL TANF,  
EARLY CHILDHOOD EDUCATION, KERN INDIAN EDUCATION CENTER*

### Request for Proposals 25-26-27

**DATE:** June 30, 2025

**PROJECT TITLE:** OVDC Microsoft 365 Migration & Cloud Collaboration Services

**PROPOSAL DUE DATE:** Proposals will be evaluated as received with a close date of August 22, 2025 by 5:00 pm PST if sufficient qualified proposals are received. This RFP will remain open until an agreement is awarded. Email (electronic) responses are preferred.

**SUBJECT/PURPOSE OF MEMO:** Owens Valley Career Development Center is a Tribal Consortium located in California and organized under the Indian Self Determination Act. OVDC receives and administers several Federal and State Grants including Early Head Start Program Grant, California Department of Education Indian Education Grant and Tribal TANF Grants for the benefit of Tribes and communities in Inyo, Mono, Kern, Tulare, Kings, Fresno and Ventura Counties. **OVDC seeks qualified Microsoft Solutions Partners to execute a comprehensive migration from our on-premises Microsoft Exchange Server to Microsoft 365 Exchange Online, while establishing a comprehensive collaboration ecosystem utilizing the full suite of Microsoft 365 tools within Microsoft's secure cloud infrastructure.**

**This strategic modernization initiative aims to enhance operational efficiency, strengthen cybersecurity posture, and ensure secure management of Tribal Data with full sovereignty compliance. We require a partner with proven technical expertise and deep understanding of data security, compliance frameworks, and tribal data sovereignty requirements.**

#### Microsoft 365 Business Premium Tenant Setup

- **Tenant Configuration:** Complete Microsoft 365 tenant creation and domain registration for OVDC
- **Directory Integration:** Configure Microsoft Entra Connect for seamless on-premises Active Directory synchronization
- **Identity and Access Management (IAM) Implementation:**
  - Password Writeback functionality
  - Self-Service Password Reset (SSPR) deployment
  - Multi-Factor Authentication (MFA) configuration
- **Security Framework:** Implement baseline security policies aligned with Microsoft best practices
- **License Management:** Comprehensive license review, reconciliation, and compliance verification

#### Email Migration Services

- **Hybrid Migration:** Execute Exchange Hybrid Mail Migration for up to 180 user mailboxes
- **Complete Migration Package:**
  - All user mailboxes and data
  - Shared mailboxes with permissions intact

- Distribution groups and membership
- Resource groups recreation (meeting rooms, equipment, etc.)

### **Collaboration Platform Implementation**

- **SharePoint Online:**
  - Configure comprehensive document management system
  - Establish team collaboration capabilities and intranet functionality
  - Design optimal site architecture with appropriate permissions and governance structure
- **OneDrive for Business:**
  - Deploy personal file storage and synchronization solution
  - Implement policy management framework
  - Develop user adoption strategies
- **Microsoft Teams:**
  - Full implementation for meetings and integrated collaboration
  - Define team structures, policies, and app integrations
  - Configure for optimal organizational workflow

### **Infrastructure Support and Transition**

- **Exchange Server Optimization:** Complete remediation including updates, patches, and hybrid configuration adjustments
- **Application Deployment:** Assist with Microsoft 365 Office application installation across end-user devices
- **DNS Management:** Support DNS changes for email routing (MX, SPF, DKIM, and DMARC records)
- **Decommissioning Support:** Provide guidance and assistance for legacy server decommissioning post-migration

### **Knowledge Transfer and Training**

- **Administrator Training:** Comprehensive training program for IT administrators
- **Knowledge Transfer:** Complete documentation and knowledge transfer sessions
- **End-User Support:** Training programs and quick start guides for all users
- **Project Documentation:** Complete project documentation and post-implementation support materials

### **Existing Infrastructure:**

- On-Premises Microsoft Exchange Server 2016 Standard (180 active mailboxes)
- On-Premises Microsoft SharePoint Server 2019 (3 active sites)
- Barracuda Messaging Archiver with Exchange Journaling Integration
- Barracuda Backup Server infrastructure
- Trend Micro Cloud Email Protection & on-Premise Scan Mail
- Cisco Unity Connection Unified Messaging (Exchange integrated)
- Cisco DUO Multi-Factor Authentication

### **Project Objectives**

The successful implementation will deliver a secure, hosted Microsoft 365 solution providing:

- Enhanced email capabilities with improved reliability and security

- Modern collaboration tools for increased productivity
- Robust security framework meeting compliance requirements
- Scalable cloud infrastructure supporting organizational growth
- Comprehensive data sovereignty protection for Tribal Data

### **Optional Enhancements and Value-Added Services**

OVCDC encourages vendors to propose additional solutions beyond baseline requirements that could enhance our Microsoft 365 environment, security posture, or operational efficiency.

*Please detail any proposed enhancements in a separate section of your proposal, including implementation approach, benefits, timeline, and associated costs.*

### **This project will be funded entirely with Government Grant funds.**

All OVCDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (**25 USC 450e (b)**) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises, **2 CFR Section 200.321** requiring OVCDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible and **45 CFR 75.327 to 75.340**. All preference requires documentary proof to be provided with the proposal or preference will not be allowed. For Indian Preference to be applied: proof of enrollment in recognized tribe must be submitted with the proposal. For American Indian owned businesses to receive preference, proof of enrollment in a recognized tribe and more than 50% American Indian ownership of the business must be submitted with the proposal. Indian preference can be allowed with an affirmative statement regarding training and employment of American Indians submitted with the proposal. Preferences may be given to vendors or products that are environmentally-friendly, use recycled materials, are recycled, use energy-saving technology or other ecologically beneficial techniques. In accordance with Public Law 103-333, the "Department of Labor, Health and Human Services, and Education, and related Agencies Appropriations Act of 1995," the following provisions are applicable to this purchase: "Section 507: "Purchase of American-Made Equipment and Products-It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this ACT should be American-made."

For all contracts awarded where all or a portion of the contract requires services to be provided within Tribal territory (specifically Bishop Paiute Tribe and Big Pine Paiute Tribe Territory), applicable **Tribal TERO (Tribal Employment Rights Ordinance)** requirements must be met by vendor(s) awarded a contract and **prior** to providing any on reservation services. Tribal TERO will require submission of a compliance plan, payment of fee of 4% of on reservation labor based on the total contract price that exceeds \$1,000.00. Please see <http://bishoptero.com/>. Other contract items including equipment, materials, travel and any other costs listed in the contract must be fully disclosed and may be subject to tribal taxes. When practical, use of Indian services is encouraged. Proposals must include this TERO fee in cost proposals.

**ACTION REQUIRED:** You are invited to review and respond to the Request for Proposals. For questions on this RFP please contact OVCDC:

**PROPOSALS SHOULD BE SENT TO:**  
Owens Valley Career Development Center  
Purchasing/Contracts Administrator  
P.O. Box 847 (93515)  
2574 Diaz Lane (93514)  
Bishop, CA  
E-MAIL: [contracts@ovcdc.com](mailto:contracts@ovcdc.com)

**CONTACT FOR FURTHER INFORMATION:**  
Purchasing/Contracts Administrator  
Telephone: 760-873-5107 Ext. 445  
FAX: 760-873-3231  
E-MAIL: [contracts@ovcdc.com](mailto:contracts@ovcdc.com)

**I. DESCRIPTION**

**A. DESCRIPTION OF ORGANIZATION**

The Owens Valley Career Development Center (OVCDC) was founded in 1977 by the Owens Valley Board of Trustees, a Tribal Government Board comprised of members of the Big Pine, Bishop and Lone Pine Tribes, in response to demonstrated adult basic education and vocational training needs of Tribal members. OVCDC provides educational and economic opportunities to the indigenous population of the communities in Inyo, Mono, Kern, Tulare, Kings, Fresno and Ventura Counties to enhance lives by offering individuals and families' opportunities for self-sufficiency through education, training and encouragement. OVCDC receives its funding through grants from various Federal and State funding agencies.

**II. PROPOSAL PREPARATION INSTRUCTIONS AND INFORMATION REQUIRED IN YOUR PROPOSAL**

In order to facilitate the evaluation of proposals and allow the best comparisons, each proposal must include the following information presented in the order and format shown below:

**A. Proposal Format (ALL COMPONENTS AND INFORMATION ARE REQUIRED)**

- 1) Title Page: Please state Request for Proposal (RFP) subject and RFP Number in your proposal. Please state your name and/or the business name including address, telephone number, fax number, name of contact person and name of person with authority to sign Agreements, Employer ID or SSN. Please place the date on your proposal.

**OVCDC will not be responsible for any change in this information unless notification in writing is received.**

- 2) Cover Letter: Please provide a one- or two-page letter stating your understanding of the transactions to be completed and services to be provided and making a positive commitment to perform the work within the time period required.
- 3) Table of Contents: If proposal contains more than 10 pages, please provide a clear identification of sections and documents in the proposal listed by page number.
- 4) Business Stability and Service Locations: Please include location of office(s) and if applicable, number of partners, managers, supervisors, seniors, and other staff. If applicable, identify all subcontractors necessary to conduct the project. Describe the range of activities performed by you or your business/firm, including capability to fulfill the specifics of the project (i.e. facilities, staff, equipment, workload etc.). An employer ID or SSN must be provided for purposes of vendor clearance on the Excluded Parties List System.
- 5) Approach: Please provide a clear description of the approach and method to be used for implementing the statement of work including all specific agreement terms requested.

- a) Organization and Management: Please state tasks and work to be performed and identify the person or the project team that will complete the tasks and work identified. Subcontractors must be included if any will be used on the project and the tasks or work to be performed by the subcontractors must be stated.
- b) Production/Delivery Schedule: Please state the amount of time needed to complete the project and provide a milestone chart showing tasks and dates of anticipated completion. Any time to be used for preparation and submission of reports should be included in the schedule.
- 6) Qualifications and Experience: Include a list of personnel to be used on this project and the qualifications of each person. For yourself and any key personnel please provide: résumé, including education, background, accomplishments and any other pertinent information. If there are no key personnel, employees or sub-contractors then please just state information requested about yourself and your business.
- 7) If key personnel, staff or subcontractors will be used on the project; please include a statement in the proposal to the effect that “the key personnel assigned to this project as described in this proposal will not be removed from the project without prior approval of the Owens Valley Career Development Center.”

Specialized or Specific Qualifications and Experience: State professional and company experience which is relevant to the proposed project, i.e. experience working with OV CDC or other Government agencies and especially with other American Indian Tribal Governments or Tribal Organizations.

- 8) Additional Data: Since the proceeding sections are to contain data and/or information that is specifically requested, this section is for any additional information considered essential or important to the project. If there is no additional information to present, please state “None”.

**B. COST PROPOSAL (REQUIRED-PROPOSALS WILL BE DEEMED NONRESPONSIVE WITHOUT THIS INFORMATION)**

**Please state the total dollar amount you do not intend to exceed for completing the project.**

Please provide as much detail as you believe will assist OV CDC in evaluating your proposal. If requested by OV CDC, a detailed itemized cost statement must be submitted. Expenses and fees for the project must be broken down and all expenses or fees that are anticipated must be itemized (i.e. freight, taxes, materials, transportation, etc.). A “not to exceed amount” is required by this section for all proposals.

**III. EVALUATION PROCEDURES**

**A. EVALUATION CRITERIA-** Proposals will be evaluated by OV CDC using the following criteria:

Proposals will be evaluated by OV CDC using the following criteria, in order of descending priority (Total 100 points plus preference where applicable):

1. Responsiveness of the proposal in clearly conveying an understanding of the project, goals & tasks to be performed including software, components & cost factors; (15 Points)
2. Technical approach and project understanding; (25 Points)
  - a. Technical methodology for migration and implementation
  - b. Risk management and contingency planning
3. Knowledge transfer and staff training; (20 points)
  - a. Quality and completeness of proposed training plan for OV CDC IT staff and end users
  - b. Availability of documentation, guides, and post-implementation support resources
4. Qualifications/experience of firm. (Size, structure, integrity, longevity & financial stability of the firm); (10 Points)
5. Timeframe/scheduling; (10 points)
  - a. Clarity of implementation schedule, plan and time estimates for the work to be performed
  - b. Availability of staff with professional qualifications
6. Price (including costs, travel & other expenses); (20 points)
7. Preference (Preference will be implemented by award to Bids up to 10% higher in price than the lowest bid or by adding up to 10 points to base score. **[Documentary proof of eligibility must be submitted with Proposal]**
  - a) Is your business or organization minority owned?
  - b) Is your business or organization woman owned?
  - c) Is your business or organization Native American owned?
  - d) Does your business or organization partner with or provide services for any other Native American Organization?

**Total**

100%-100 Points

#### **IV. INDIAN (INDIGENOUS) AND OTHER PREFERENCE APPLICABLE [UP TO 10% TOTAL]**

All OV CDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (**25 USC 450e (b)**) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises and **2 CFR Section 200.321** requiring OV CDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible and **45 CFR 75.327 to 75.340**. Preference requires documentary proof to be provided with the proposal or preference will not be allowed. For Indian (Indigenous) Preference to be applied: proof of enrollment in a federally recognized tribe must be submitted with the proposal. For Indian (Indigenous) owned businesses to receive preference, proof of enrollment in a federally recognized tribe and more than 50% Indian (Indigenous) ownership of the business must be submitted with the proposal. Indian preference can be allowed with an affirmative statement regarding training and employment of Indians (Indigenous) submitted with the proposal. Preferences may be given to vendors or products that are environmentally-friendly, use recycled materials, are recycled, use energy-saving technology or other ecologically beneficial techniques. In accordance with Public Law 103-333, the "Department of Labor, Health and Human Services, and Education, and related Agencies Appropriations Act of 1995," the following provisions are applicable to this purchase: "Section 507: "Purchase of American-Made Equipment and Products-It is the sense of the Congress that, to the

greatest extent practicable, all equipment and products purchased with funds made available in this ACT should be American-made.””

A value of ten (10) additional points will be added to the evaluation scores of vendors requesting and qualified for preference. Preference may be evaluated on a price basis only. In that case, the bids of preferred vendors will be reduced by ten percent (10%). If, after this adjustment, the preferred vendor is determined to be the best value bid, the actual contract award amount will be the amount originally bid by the vendor.

#### **LOCAL BUSINESS ENTERPRISE PROGRAM**

OVCDC encourages the utilization of businesses within its service area. To promote participation of local business enterprises in the competitive selection process, OVCDC provides incentives to local businesses.

A Local Business Enterprise is defined as follows:

Local Business Enterprise – to be considered as a local business enterprise, a firm must provide evidence the firm is located at a fixed commercial or residential address where administrative, clerical, professional or other productive work is performed relative to its commercial purpose. The firm must be located within the OVCDC’s service area for a minimum of one year.

A value of three additional points will be added to the evaluation scores of Local Business Enterprises who bid on professional services contracts. In the event that the proposed services will be evaluated on a price basis only, the bids of local business enterprises will be reduced by 3%. If, after this adjustment, the local business enterprise is determined to be the most competitive bid, the actual contract amount will be the amount originally bid by the local business enterprise.

#### **V. TECHNICAL DIRECTION**

The Owens Valley Career Development Center’s primary contact for this agreement will be the OVCDC Purchasing/Contracts Administrator or designee.

OVCDC Purchasing/Contracts Administrator or designee is responsible for guiding the technical aspects of the project and for general monitoring of the work performed. The OVCDC Purchasing/Contracts Administrator or designee is authorized to fill in details or otherwise to complete the general description of the work set forth herein.

The OVCDC Purchasing/Contracts Administrator or designee is not authorized to make any commitments to any changes which constitute work not within the general scope of the Agreement, increase in total estimated cost or extension of the Agreement period of performance without the written approval of OVCDC Authorized person.

#### **VI. KEY PERSONNEL**

The personnel specified in the Contractor’s proposal are considered to be essential to the work being performed. Prior to changing any of the individuals specified in the proposal, the contractor will notify OVCDC Purchasing/Contracts Administrator or designee reasonably in advance and submit a justification for the proposed substitutions in sufficient detail (including names, titles and résumés) to permit the evaluation of the impact on the quality of work performed. No change will be made by the Contractor without the prior written consent of the Finance Director.

## **VII. PAYMENT**

### ***PAYMENT AND SUBMISSION OF INVOICES***

- 1) Payment for work performed under this Agreement will not exceed the agreed upon amount, unless additional payments are agreed upon in advance and in writing, signed by both parties.

Payment will be made to the contractor based on progress achieved. Invoices may not be accepted on more frequent intervals than once per month or less often. Invoices requesting payments will be prepared and submitted containing at least the following information: Agreement number, description of services or specific vehicle the charge relates to, time spent on each task and total cost for services.

## **VIII. RIGHTS**

OVCDC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar IFB/RFPs in the future. This IFB/RFP is in no way an agreement or obligation and in no way is OV CDC responsible for the cost of preparing the responsive proposal. One copy of a submitted proposal will be retained for official files and may later become a public record. Only electronic and written responses will be accepted.

Responses should be sent via email or in a sealed envelope, clearly marked with the IFB/RFP number, by registered, certified mail, overnight delivery with proof of delivery service, or by hand delivery to the name and address specified in the cover-letter to this IFB/RFP. Delivery to other than the name and address specified in this IFB/RFP may render the Bidder's proposal non-responsive.

## **IX. AGREEMENT TERMS AND CONDITIONS**

The services requested will be provided under terms and conditions set forth in the OV CDC Standard Agreement. The Agreement will be provided upon request. The Agreement contains the Standard Provisions and Special Provisions applicable to the services anticipated in this IFB/RFP. If the person or business submitting a proposal is unable to agree to the terms and conditions set forth in the Agreement, the proposal must indicate the specific sections of the Agreement that are not acceptable and submit alternate language that is acceptable to the person or business submitting a proposal. In addition, the person or business submitting a proposal will reference each specific language change and provide a narrative explanation of each proposed change. Although OV CDC will consider alternate language proposed by a person or business submitting a proposal, OV CDC will not be bound by Agreement language received as part of the response. If the person or business submitting a proposal requires that OV CDC be bound by some or all of the alternate Agreement language, the proposal may be considered non-responsive and may be rejected.

OV CDC will make a reasonable effort to execute an agreement based on this solicitation document within fifteen (15) days of selecting a proposal that best suits OV CDC. The Agreement will be signed by the Contractor and returned within ten (10) business days of receipt of the Agreement. The period for execution may be changed by mutual agreement of the parties. Agreements are not effective, and work must not be performed, until the Agreement is signed by a person holding the required authority for both parties and full

approval by OVCDC including the OVCDC Human Resources and Finance Departments.

Failure of Contractor to execute the Agreement within the time frame identified above will be sufficient cause for voiding the award of the Agreement. If a successful person or business submitting a proposal refuses or fails to execute the Agreement, OVCDC may award the Agreement to the next qualified person or business submitting a proposal.

#### **X. INTERVIEWS**

An interview/presentation may be conducted with a person or business submitting a proposal(s) selected as finalists to offer an opportunity for the person or business submitting a proposal(s) to present the proposal and explain or clarify aspects of the proposal. Unless otherwise agreed, the interview/presentations will be scheduled at the OVCDC offices in Bishop, California.

#### **XI. OVCDC SOVEREIGNTY**

Any agreement awarded will be required to accept the following agreement language or substantially similar language as may be negotiated:

**“SOVEREIGN IMMUNITY WAIVER LIMITATIONS:** Contractor acknowledges that OVCDC, including its TANF and other programs, is a tribal consortium, without authority to waive the sovereign immunity of any consortium member Tribe. Any waiver of the sovereign immunity of the consortium member Tribes can only be provided by the written consent of the consortium member Tribe’s governing body. Any waiver of the sovereign immunity of OVCDC can only be provided by the written consent of the OVCDC Board of Trustees. No such waiver has been provided by the terms of this Agreement, and Contractor agrees that nothing contained in this Agreement is or shall be construed as a waiver of the sovereign immunity of OVCDC or any consortium member Tribe.”

#### **XII. AWARD**

After evaluation of Best and Final Offers, if any, the purchase shall be awarded to the most responsive and responsible vendor whose offer is the most advantageous to OVCDC. OVCDC reserves the right not to make any award. An award may be split between multiple vendors.