



CloudyIT is proud to be at the forefront of driving the adoption of modern working IT practices in the council sector.

### QUOTATION FOR



# Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Annual				
2	Microsoft 365 Business Standard	1.00	Annual	£115.20	£115.20
	Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with up to 300 employees.				
3	Cyber Express	1.00	Annual	£22.80	£22.80
	<ul style="list-style-type: none"> <li>- Ransomware detection &amp; device roll back</li> <li>- Advanced software management &amp; updates</li> <li>- Secure remote access &amp; support desk integration</li> </ul>				
4	Microsoft 365 Business Basic	13.00	Annual	£55.20	£717.60
	Best for businesses that need professional email, cloud file storage, and online meetings & chat. Desktop versions of Office apps like Excel, Word, and PowerPoint not included. For businesses with up to 300 employees.				
5	Datasafe Cloud	2.00	Annual	£54.00	£108.00
	Cloud to Cloud backup of Microsoft Exchange, OneDrive, SharePoint, Calendar and Contacts				
	<ul style="list-style-type: none"> <li>- 3x daily backups retained for 30 days</li> <li>- Dailies are kept after 30 days</li> <li>- Weeklies are kept after 90 day</li> <li>- Monthlies are kept after a year for an infinite period</li> <li>- Data encryption both at rest and in transit</li> <li>- Data controls and monitoring tools, including audit logs, uptime and availability SLAs</li> </ul>				
6	CloudyIT End User Support	1.00	Annual	£226.80	£226.80
	Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)				
	<ul style="list-style-type: none"> <li>- Access to CloudyIT support desk via email, phone, support tool</li> <li>- Include online support from our support desk, please note onsite visits may incur additional charges</li> <li>- For more information, including our standard SLA please view terms and conditions</li> </ul>				
7	Councillor Administration Fee	0.50	Annual	£240.00	£120.00

Line	Item	Qty	Terms	Unit Price	Ext. Price
	<p>This is designed to cover all administration and back-office changes in relation to councillors and includes</p> <ul style="list-style-type: none"> <li>- Password resets</li> <li>- Reassignment of licences and archive of mailboxes</li> <li>- Guides should they be required for councillors to use</li> </ul> <p>Please note if any work is required to resolve councillor issues, this is not covered and will be charged either by the hour (PAYG) or covered by our PrePaid councillor support package.</p>				
	<b>Total Annual</b>				£1,310.40
	<b>Labour</b>				
12	<p>Data Architecture and Scoping</p> <p>Data architecture / scoping</p> <ul style="list-style-type: none"> <li>- Introduction to migrations project lead</li> <li>- Review of your current IT systems</li> <li>- Review of new proposal including licencing and hardware</li> <li>- Creation migration &amp; training plan</li> </ul>	0.25	One Off	£650.00	£162.50
13	<p>Office 365 Device Deployment</p> <p>Azure AD join laptop or PC to Microsoft Cloud</p> <ul style="list-style-type: none"> <li>- Copy Profile Data</li> <li>- Setup applications</li> <li>- Apply security policies</li> <li>- Apply bit-locker encryption (if hardware meets min spec requirements)</li> </ul> <p>Please note Windows 10/11 Pro is required</p>	0.25	One Off	£650.00	£162.50
14	<p>SharePoint and Teams Configuration</p> <p>Setup of Teams and SharePoint libraries, as agreed within Architecture stage</p> <ul style="list-style-type: none"> <li>- Creation of SharePoint Hub / Intranet</li> <li>- Setup of permissions and polices</li> <li>- Creation of Microsoft Teams, Channel and tabs</li> <li>- Configuration of data migration tool</li> </ul>	0.25	One Off	£650.00	£162.50
15	<p>Data Migration</p> <p>Data Migration</p> <ul style="list-style-type: none"> <li>- Migration of all data to correct SharePoint /</li> </ul>	0.25	One Off	£650.00	£162.50

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Teams libraries - Migration of personal data to personal OneDrive storage  Please note migration will take place during working hours. Unless otherwise agreed.				

16	Councillor Training	0.50	One Off	£650.00	£325.00
	Councillor 365 Training  - 1 hour session delivered online - Maximum of 6 councillors per session - Covers key aspects for councillors to fully utilise office 365 - Including OneDrive, Outlook & Microsoft Teams - Setup guides provided before training - Includes overview of e-learning & training portal - All recordings are made available for councillors  Please note session can be delivered in-person if preferable. This may incur an additional cost.  2x Sessions				

<b>Total Labour Items</b>	£975.00
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#### Hardware

<b>Total Hardware</b>	£0.00
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#### Optional

23	E-mail Migration	0.50	One Off	£650.00	£325.00
	E-mail Migration  - Migration of all staff mailboxes including where possible contacts and calendar entries - Migration of all councillors mailboxes, not including contacts and calendar entries - Setup of mailboxes on devices - Setup of multi factor authentication  Please note this might change depending on the current email provider  Please note migration will take place during working hours. Unless otherwise agreed.				

24	PrePaid Support	1.00	2 yearly	£365.00	£365.00
	5 Hours Pre-Paid Support For Councillors  Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)				

Line	Item	Qty	Terms	Unit Price	Ext. Price
	- Access to CloudyIT support desk via email, phone, support tool				
	Please note these have an expiry period of 24 months. New prepaid hours would need to be bought and support hours do not roll over.				
	This is set to renew every 2 years.				

Total Optional					£690.00
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Should you choose not to Purchase Councilor Administrative Fees or Councilor prepaid support, Pay as You Go charges when supporting Councilors will apply.
Please see councilor support Policy.

Payment Terms Summary	
One-Time Total	£1,300.00
Annual Total	£1,310.40
VAT	£595.08
Total	£3,570.48

**\*\*Please note\*\***  
The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

## OUR BESPOKE SERVICES



Applications  
for the Modern  
Council



Agenda Pack  
Solutions for  
Councils



IT Support &  
Training for  
Councils



Broadcasting  
Meetings for  
Councils



Web Design &  
Accessibility  
for Councils

Find out more at [cloudyit.co.uk/councils](https://cloudyit.co.uk/councils)

**Microsoft Partner**  
Silver Small and Midmarket Cloud Solutions



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