



Phoenix Technology

I N C O R P O R A T E D

Providing IT Peace of Mind

Proposal for Migration Services

Port of Skamania County

Aaron W. Siemieniec

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Submitted to:

Port of Skamania County
ATTN: Pat Albaugh
212 SW Cascade Avenue
Stevenson, WA 98648

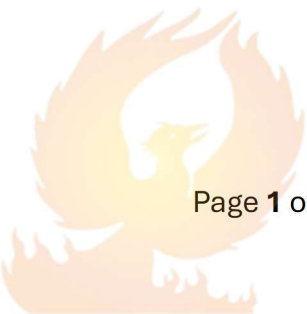
Submitted by:

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Date: March 19, 2026

Quote Reference:

Request for proposal originating from Port/Phoenix meeting held on January 11, 2026.



Dear Pat,

Following our meeting on January 11th where we reviewed key topics as part of the Technology Review, we recommend migrating from your current Google Workspace environment (13 Business Plus licenses, shared Microsoft 365 Home licenses, and retail Office 2007/2021 installations) to Microsoft 365 Government G3 (GCC).

This platform is purpose-built for U.S. local governments like the Port of Skamania. It eliminates the compliance risks of Home licenses, delivers full desktop Office apps, advanced public-records retention, eDiscovery, and audit tools required for municipal operations, and provides native integration with your Windows environment, Power Platform workflows, Copilot AI, and county partner systems.

The result is a secure, fully compliant, future-ready Microsoft ecosystem that aligns with public-sector standards while modernizing your outdated retail Office copies and transitioning your Google Workspace environment into a unified, enterprise-grade platform.

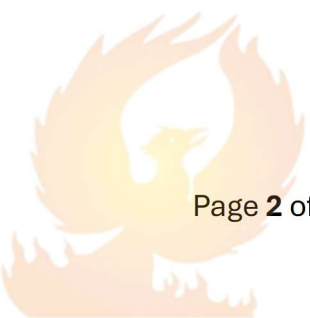
Sincerely,

A handwritten signature in blue ink that reads "A. W. Siemieniec". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Aaron Siemieniec

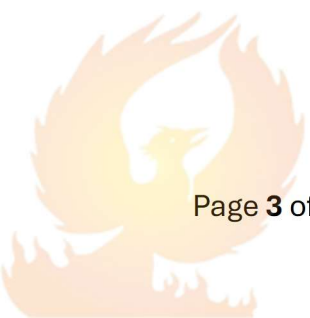
Vice President of Operations (51% Majority Owner)

Phoenix Technology, Inc.



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Thank you for the opportunity to build on our February 11, 2026 Network Health Meeting. We've reviewed the full meeting notes, your Google Workspace admin screenshots, the billing details, the February 2026 invoice, and the latest confirmation from Google Support (Fixed-Term Plan ending January 6, 2028).

Important Note on Google Workspace Contract

We will not terminate the Google Workspace contract until after the migration is fully complete, thoroughly tested, and you have formally signed off. Once termination notice is given, Google permanently deletes access to all data (emails, Drive files, calendars, etc.). Therefore, we will keep your Google Workspace environment fully active and running in parallel with Microsoft 365 for the entire project. We will only submit the cancellation notice after successful cutover and your written acceptance. This eliminates any risk of data loss.

Microsoft 365 Backup

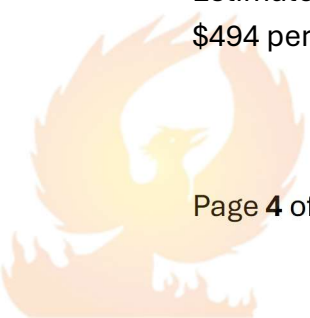
Even though your data will reside in Microsoft's secure cloud, we strongly recommend independent, third-party backups. Microsoft's service-level agreement does not cover data loss from accidental deletion, user error, ransomware, or internal compliance needs.

Currently, Phoenix Technology provides off-site backup of your on-prem Windows server at \$150 per month. Upon successful migration, this line item will be removed from your monthly invoice and replaced with Spanning Backup for Microsoft 365 at \$4 per user per month. This delivers automated daily backups (unlimited retention) for Exchange Online, OneDrive, SharePoint, and Teams with one-click restore — giving the Port complete data protection and peace of mind.

Recommended Solution

Migrate to Microsoft 365 Government G3 (GCC) — the correct, FedRAMP-compliant platform built for U.S. local government entities like the Port of Skamania County.

Estimated Microsoft 365 GCC G3 licensing (13 users): \$36–\$38 per user/month → \$468–\$494 per month (\$5,600–\$5,930 annually).



Migration Plan & Timeline (9–11 weeks)

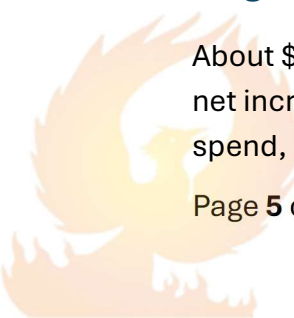
1. Microsoft 365 GCC Tenant Build & Configuration (Weeks 1–2)
2. Parallel Data Migration (email, calendars, contacts, Drive files) while Google Workspace remains fully active (Weeks 2–7)
3. Cutover, Desktop Office Deployment, Training, Endpoint reconfiguration (Azure AD join and OneDrive setup for all 8 computers), & Optimization (Weeks 7–9)
4. Final Verification & Client Sign-off
5. Google Workspace Contract Termination (submitted only after your approval)

Investment Summary (One-Time Project)

Item	Description	Estimated Cost
Google Early Termination Fee	Remaining 22-month balance on Fixed-Term contract – paid directly to Google after successful migration	\$3,346 (pre-tax)
Microsoft 365 GCC G3 Licensing	First year (13 users) – billed monthly or annually	\$5,600 – \$5,930 (annual)
Dual Licensing Overlap	Google + Microsoft for estimated 6–8 weeks during migration	\$950 – \$1,300
Phoenix Migration Services	Fixed-fee project (Estimated 65 hours @ our standard rate of \$155/hr)	\$10,075 (estimated)
Spanning Backup for Microsoft 365	Automated daily backups (13 users @ \$4/user/month) – billed monthly	\$624 (annual)
Total First-Year Investment		\$20,595 – \$21,275

Ongoing monthly cost

About \$520–\$546 (Microsoft licensing + Spanning Backup) will be your monthly spend; a net increase of ~\$198–\$224/month vs. your current combined Google + server backup spend, but with full compliance, desktop Office apps, enterprise tools, and complete data



protection. Some of those dollars are billed directly by Microsoft for licensing, while the Spanning Backup portion is included on your Phoenix Technology monthly invoice for easy, consolidated billing.

Payment terms

Phoenix services will be invoiced alongside your normal monthly IT support. The project rate is \$155 per hour, with true billing to the minute (no rounding up or down). If any migration step requires more time than anticipated, we will apply a downward adjustment to the billed hours at Phoenix Technology's discretion. Microsoft licensing will be billed directly by Microsoft (or we can resell). The Google termination fee will be paid directly to Google at project end.

Next Steps

1. Schedule a quick 30-minute call this week to confirm scope and start the Microsoft GCC eligibility process.
2. We begin building the new tenant while keeping Google fully operational.
3. We only cancel Google once everything is live, tested, and you are 100% satisfied.

Pat, this plan gives the Port a secure, compliant, and fully backed-up Microsoft environment with minimal data-loss risk. If you have any questions or if you're ready to move forward let me know and we'll adjust or finalize a Statement of Work.

Your Name

Phoenix Technology, Inc.

Vancouver, WA

