



**Request for Proposals (“RFP”) for Review and Assessment of
Microsoft Office 365 Teams Design and Delivery**

Response to questions:

1. How many users and locations are we looking at?

Answer: One location, One Beacon Street and approximately 350 users

2. Will the use cases be department specific or more corporate-wide?

Answer: The primary use case will be an Agency-side approach with some tailoring to key business line needs.

3. What is your current E-Discovery usage? Is the E-Discovery scope limited just for Microsoft Teams?

Answer: E-Discovery cases are processed upon request and managed by IT administrators. Case scope is not limited to Teams and can extend to all O365 data.

4. What is your current usage of the O365 security platform? Is DLP and/or AIP currently in place?

Answer: O365 and Azure security logs and dashboards are reviewed daily, and alerting is configured for administrators. O365 DLP and Azure AIP are not being used at this time.