REQUEST FOR PROPOSAL
INFORMATION TECHNOLOGY SUPPORT SERVICES

Town of Winthrop
17 Highland Ave.
Winthrop, ME 04364

The Town of Winthrop is seeking proposals from qualified vendors to provide information technology (IT) support services.

I.   Introduction

The Town of Winthrop is soliciting proposals from qualified vendors for information technology (IT) support services. The qualified vendor will enable the Town to operate on its existing equipment and provide all necessary services for a municipality of about 6,200 residents and approximately 45 full-time employees.

The Town currently uses antivirus protection provided by its IT support service provider. Services are expected to begin by Oct. 1, 2024. The Town is seeking a 3-year contract, with an option for a 3-year extension. The bid should include this option.

II.   Background Information

The Town of Winthrop is seeking IT support services for the Town Office, the Transfer Station, Police Station, Communications/Dispatch Center, Ambulance Station, Fire Department, Public Works Department, and the Public Library.

Attached is an inventory of the Town's computers, located primarily in the Town Office, the Police Department and its Dispatch/Communications operation – all of which are managed by the Town's current IT support services provider.

Additionally, the Town has a Dell PowerEdge R440 server with the following specifications:

- CPU type: Intel(R) Xeon(R) Silver 4208 CPU @ 2.10GHz, Model 85 Stepping 7
- CPU speed: 2095
- RAM (MB): 47619
- Drive C: 292,863 MB OS
- Drive D: 1,228,775 MB DATA
- Runs Windows Server 2019

The server's warranty expires Aug. 7, 2024; its lifespan is expected to extend through 2026. The Town will consider the use of a server through a hardware as a service subscription. If this option is proposed by a vendor, note whether different functions (ex. Trio) would be segregated onto different virtual servers that best meet those functions.

The Town also has 13 Microsoft 365 licenses that are currently managed by the Town's IT provider. The Police Department has another 27 Microsoft 365 licenses. These numbers do not include other departments; the Town would prefer that a single provider manage all its licenses.

The Town is interested in adding the following to its IT support services contract:

- 7 desktop computers at the Ambulance Station
- 1 desktop at the Public Works Department, and 1 desktop and 1 laptop at the Transfer Station
- 7 desktops for staff use, 13 desktops for public use, 5 laptops for staff use, and 3 laptops for public use at the Library. Additionally, the Library has an extensive Ubiquiti network, with switches, routers, access points, and a server
- 1 desktop and 3 laptops at the Fire Department

Additionally, as an optional bid, the Town is seeking proposals for a Voice over Internet Protocol (VoIP) phone system, which the current provider services. The Town Office uses Sangoma hardware. The Town will consider adding all other departments and facilities to the phone system.

III. Services Required

1. **Desktop Applications Support** – Performs basic support functions including installing PCs, laptops, printers, peripherals, and office automation software; diagnosing and correcting desktop application problems, configuring laptops and desktops for standard applications, and identifying and correcting end-user hardware problems, and performing advance troubleshooting. Maintain an up-to-date inventory of all Town computer-related hardware, which will be available upon request and remain the property of the Town. Assist designated Town personnel with software and hardware purchases, if needed. The Town uses Google Workspace for its email provider and limited cloud tools (calendar/storage/contacts), which is managed by a separate company. The Town will still look to the winning bidder for basic troubleshooting within the Workspace platform. The Town will also need the ability to designate on-site administrators from within its staff to add and delete users, add hardware (printers, for instance) and attend to small administrative tasks.

2. **Trio** – Working with Trio, the Town's financial software, when troubleshooting problems arise.

3. **Server Administration Services** – Managing computer systems and networks to include complex application, database, messaging, web and other servers and associated hardware, software, communications, operating systems necessary for the quality, security, performance, availability, recoverability, and reliability of the system. Ensure scheduled preventive maintenance for equipment is properly and promptly performed; maintain maintenance records on equipment; develop operations, administrative, and quality assurance backup plans and procedural documentation. Set up new users and edit or remove existing users on the server. Server performance and capacity management services with reporting when specified thresholds are reached. Configuration management, including changes, upgrades, patches, etc. General

support of the Towns' Trio financial software and other specialized software products of the Town. As mentioned earlier, the Town will consider the use of a server through a hardware as a service subscription, if proposed.

4. **Network Administration Services** – Scope of activity includes all Town network equipment, including switches, firewalls, routers, and other security devices. Primary installation and maintenance of printers, network configuration changes, and installation of patches and upgrades. Alert notifications to designated Town personnel in the event of failure. Proactive monitoring of network equipment and performance indicators. Network performance and capacity management services and network troubleshooting. Maintain network documentation and procedures.

5. **Security** – Maintenance of virus detection programs on Town servers, computers, laptops and other equipment. Perform security audits as requested by Town personnel immediately of suspected breaches of security. Provide remote access administration as requested. All departments will also need backup and recovery services. Anyone with physical or virtual access to the Police Department's computers must have federal-based fingerprint background checks, as well as Criminal Justice Information Systems (CJIS) Level 4 awareness training for security on anything networked with them.

6. **Response time** – General IT services will be scheduled at times that meet the needs and demands of the Town, whether on site or through remote access. Emergency response should not exceed two (2) hours on server or network administration services. See No. 11 under submittal requirements for more information.

7. **Phone administration services (optional bid)** – Maintenance of the Town's VoIP system, including connecting all Town departments and facilities (including the Winthrop Public Schools), some of which use different systems, so calls may be transferred seamlessly between facilities. The proposal should include whether the vendor would make use of existing hardware (the phones themselves) or seek to replace them.

IV. SUBMITTAL REQUIREMENTS: The following information shall be required in the RFP submittal.

1. Letter of transmittal – The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following:
   a. Company name, address and telephone number(s) of the company submitting the proposal.
   b. Name, title, mailing address, email address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence and questions should be directed.
   c. A brief statement of your understanding of the services to be performed and a positive commitment to provide the services as specified.
   d. Letter must be signed by an individual of the company who is legally authorized to bind the agency to the proposal and cost schedule(s).
   e. Statement that indicates "Proposal and Cost Schedule(s) shall be valid and binding for sixty (60) days following the proposal due date and will become part of the contract with the Town."

2. General vendor information:

a. Length of time in business
b. Length of time in business providing proposed services
c. Total number of municipal clients
d. Number of personnel and reference of personnel to be assigned to this account if accepted
e. Location of headquarters and any field offices, as well as the field office to be assigned to this service account
f. Proof of insurance

3. Describe how your firm is positioned to provide the services listed above and provide a history of experience providing similar services.

4. Describe your approach to providing these services and your methodology for providing ongoing support.

5. Describe how, including timelines, services would be transitioned from the current provider to the responding vendor.

6. Provide a minimum of three references, with at least two being municipal.

7. Staff resources – Identify names of principals and key personnel who will provide the IT services. Summarize the experience and technological expertise of these staff.

8. Support services – While it is understood proposals will be submitted either on a package or hourly basis, vendors should provide pricing for emergency services. Included within your proposal, emergency hours may be built in, but if they are not and are above and beyond the proposal, answer the following:

a. Is help desk support available?
b. When is support available on an emergency basis (24/7 or certain days of the week)?
c. How are charges for emergency support structured, documented and tracked?
d. What do you provide for access to support staff (800#, email, cell phone, etc.)?
e. Please provide your problem escalation process, including:
    i. Initial problem identification
    ii. Triage for priority and severity of problem
    iii. Steps for resolving problem escalation when a solution is not forthcoming, or an implementation solution is "unsatisfactory"
    iv. Final authority regarding conflicts

9. Has your company had a contract terminated for default during the past five years? Please describe if so.

10. Beyond the scope of this RFP, what services (related or otherwise) does your company provide that may be of interest to the Town?

11. Proposal summary – Summarize your proposal and your company's qualifications. Additionally, you may provide other pertinent information that will help the Town determine your overall qualifications.

12. Cost of services:

a. The proposal must contain a fee schedule that includes hourly rates for proposed services. If you have package service agreements that encompass requested services, please provide, as well. Detail what is included in your service agreements and what is at an additional cost. Please provide response time to each level of service or rate you are proposing. If providing an hourly rate only, separate general service rate(s) and emergency 1- to 2-hour response time rate(s). If proposing weekly or monthly time block service agreements, please indicate if it includes emergency response or if it is an additional rate.
b. Define any additional charges you may assess above and beyond your hourly or package fee/rate structure. (e.g. travel expenses, etc.)
c. Initial assessment of IT structure needs to be detailed and priced separately from general IT services requested.

V. EVALUATION Criteria and Process

The Town Manager, Finance Director, Police Chief, Communications Supervisor and Library Director will evaluate qualifications and will rate each submittal based on the following criteria:

1. Experience
2. Understanding of services to be provided
3. Personal expertise
4. Compatibility with end-users
5. Project approach
6. Satisfaction of clients/end-users
7. Cost and/or fee structure

As part of the evaluation process, the Town of Winthrop may conduct interviews with chosen vendors. Vendors will be contacted by Friday, Aug. 16, 2024, to schedule if chosen for an interview.

VI. DEADLINE: Proposals are due to the Town of Winthrop at the Town Office, 17 Highland Ave., by 4 p.m. Monday, Aug. 5, 2024. Proposals can be mailed to 17 Highland Avenue, Winthrop, Maine 04364; however, they must be received no later than the deadline, meaning postmarks are not accepted. No late submissions will be accepted. Please submit five printed copies of the proposal plus a digital version of the proposal loaded on a thumb drive in a sealed envelope or box marked "IT Services Bid." The proposals will be opened at 4 p.m. Monday, Aug. 5, 2024. The Town Council is anticipated to consider bids at its Sept. 9, 2024, meeting, with the contractor beginning work immediately thereafter. After bids are opened, Town officials will complete the evaluation and interview process before making a recommendation to the town council for approval.

VII. MISCELLANEOUS:

1. The Town of Winthrop reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to individually select the proposal, which, in the Town's sole judgment, best meets the requirements of the services requested. Additionally, the Town may choose to split the proposals for IT service and for administration of the VoIP system, and award contracts to different vendors.
2. The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission,

presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based on proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

3. The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.
4. Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.

Vendors are invited and encouraged to complete an assessment by compiling information on inventory of all information technology-related assets, assess system architecture and current processes. To schedule an on-site visit to review the network at the Town Office, please contact Town Manager Anthony Wilson at manager@winthropmaine.org or 207-377-7200 x 6003.

TOWN OF WINTHROP

CONFLICT OF INTEREST BID DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all responders must disclose if the Town of Winthrop, Town Council members or Town employee(s) are owners, corporate officers, employees, etc. of their business.

Indicate either "Yes" (if a Town Council member or Town employee is associated with your business) or "No". If "Yes", give person(s) name(s) and position(s) with your business.

☐ YES (list below)

☐ NO

NAME(S)	POSITION(S)

COMPANY NAME: _____

BY (Printed Name): _____

BY (Signature):   _____

TITLE: _____

ADDRESS: _____

                     _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

WINTHROP PD

computer name	current user	last logged in user	last reboot time	last checkin time	ram size	system serial number	first checkin time
ADMINASSTPC1112022	CClark	CClark	2024-07-09T07:12:54	2024-07-09T11:38:06	16073	HT70BR3	2022-11-15T13:23:27
andrewspc	adelaney	adelaney	2024-06-26T08:55:57	2024-07-09T11:38:06	16073	DCFQCX3	2023-05-23T09:58:04
DESKTOP-40ME9CB		dwebster	2024-06-22T11:53:09	2024-07-08T12:45:54	16262	CJJTYX2	2022-04-14T10:40:58
DESKTOP-5GHPSTC	textingpc	textingpc	2024-07-05T03:08:05	2024-07-09T11:38:06	16073	7F21BR3	2022-12-13T13:23:17
DESKTOP-9KJ27BE		Keenan	2024-05-19T07:51:34	2024-07-05T16:58:08	16262	H6NWDD3	2022-11-25T09:14:28
DESKTOP-F38H5BP	cctv	cctv	2024-03-30T03:04:45	2024-07-09T11:38:06	16073	68Z0BR3	2022-11-22T07:27:19
DESKTOP-PPMIMS3	jgray	jgray	2024-07-08T10:58:08	2024-07-09T11:38:06	16073	6CZ0BR3	2022-11-23T08:17:10
DESKTOP-Q7N402U	jhammond	jhammond	2024-07-08T06:33:49	2024-07-09T11:38:06	16073	D7Z0BR3	2022-12-01T12:02:07
Dispatch		jgray	2024-07-06T01:15:44	2024-07-09T11:38:06	32477	14JGMH3	2022-04-14T10:27:04
Dispatch2	tlibby	tlibby	2024-07-05T03:07:08	2024-07-09T11:38:06	32477	14JFMH3	2022-04-14T10:37:59
fdbackupdesk		Saber	2024-05-28T10:21:18	2024-06-17T12:15:18	16073	991CSY3	2023-09-27T10:08:57
ltdesktop	booking	booking	2024-06-24T12:36:04	2024-07-09T11:38:06	16073	4FK0BR3	2022-11-15T13:28:34
MEWINPD2021		administrator	2024-06-28T23:30:24	2024-07-09T11:38:06	81539	BX66K93	2023-05-23T09:50:05
newchiefpc	pferland	pferland	2024-04-25T07:01:22	2024-07-09T11:38:06	16073	1B4ZBW3	2023-04-19T12:30:22
support	WSullivan	WSullivan	2024-07-09T06:13:10	2024-07-09T11:38:06	16262	5KJTYX2	2022-04-14T10:31:33
textingpc2nddesk		spare10	2023-12-13T07:35:45	2023-12-13T07:40:50	3979	JRJ1T22	2022-04-14T10:33:21
win1laptop		jgray	2024-06-30T07:36:19	2024-07-09T07:03:02	16262	DJJTYX2	2023-12-11T13:16:04
Win4desktop	sbrennan	sbrennan	2024-06-25T07:44:32	2024-07-09T11:38:06	16073	4Y40BR3	2022-11-15T13:27:20
win4laptop		sbrennan	2024-06-07T13:37:01	2024-07-04T23:17:08	16262	2KJTYX2	2022-04-14T11:12:57
win6laptop		mdrown	2024-07-06T20:50:18	2024-07-08T10:52:19	16262	9JJTYX2	2022-04-14T10:45:54
win7laptop		cperkins	2024-07-07T14:47:56	2024-07-08T08:51:23	16262	3KJTYX2	2022-04-14T10:43:58

WINTHROP TOWN OFFICE

computer name	current user	last logged in user	last reboot time	last checkin time	ram size	system serial number	first checkin time
ASSESSOR-PC	Assessor	Assessor	2024-06-05T06:53:25	2024-07-09T11:29:26	8001	FNF2R53	2020-10-19T13:28:12
DESKTOP-70495J2	WPW	WPW	2024-07-02T05:51:56	2024-07-09T11:29:26	8001	FP43R53	2020-10-19T13:21:34
DESKTOP-O0J979M	marsenault	marsenault	2024-07-08T07:55:09	2024-07-09T11:29:26	8001	GM3WQ53	2020-10-19T13:31:30
DOULLETTE	chuff	chuff	2024-07-08T14:14:52	2024-07-09T11:29:26	8001	GM73R53	2020-10-19T13:43:16
dt-clerk-pc-1	afecteau	afecteau	2024-07-08T13:20:44	2024-07-09T11:29:26	16073	52VXC14	2024-04-18T12:08:50
dt-counter-1	counter1	counter1	2024-07-09T06:31:02	2024-07-09T11:29:26	16073	19YXC14	2024-04-18T10:56:02
DT-COUNTER-2	counter2	counter2	2024-07-09T06:31:06	2024-07-09T11:29:26	16073	2GYXC14	2024-04-18T10:14:48
DVigue	linda	linda	2024-07-06T01:40:40	2024-07-09T11:29:26	8001	FNK1R53	2020-10-19T13:38:22
ExecAssist	execassist	execassist	2024-04-27T09:20:48	2024-07-09T11:29:26	16069	HFG3HX3	2023-07-27T07:52:40
FINANCE	vboyce	vboyce	2024-05-20T10:14:29	2024-07-09T11:29:26	8001	FP44R53	2020-10-19T13:35:48
LT-TREASURER		npoole	2024-06-26T07:42:53	2024-07-09T09:57:06	32063	CND4161TNN	2024-06-24T09:44:41

Planner-LT-23	Planner	Planner	2024-06-21T09:30:11	2024-07-09T11:29:26	65207	CVYQGY3	2023-07-19T13:01:20
TCagle	semery	semery	2024-07-08T15:40:04	2024-07-09T11:29:26	8001	FP50R53	2020-10-19T13:20:00
ToW-S		administrator	2024-06-28T23:35:38	2024-07-09T11:29:26	47619	FQMN1G3	2021-09-30T09:42:23
TownManager		semery	2024-03-05T17:20:21	2024-03-06T11:56:03	16119	BFNXCS3	2024-03-05T07:09:55
townmanager-pc	townmanager	townmanager	2024-06-26T15:16:30	2024-07-09T11:29:26	16069	7HWRJX3	2023-10-04T07:56:22
TransferStationWeigh	griggs	griggs	2024-06-07T09:52:47	2024-07-09T11:29:26	8001	GM2WQ53	2020-10-19T13:45:53
twp-lt1		allpurposeroom	2024-06-15T02:09:14	2024-06-19T18:08:34	7935	FR4CGL3	2022-12-28T10:52:38

Latitude 3320

Computer Name	System Product Name	System Manufacturer	System Serial Number	Warranty Field 3	System Purchase Date	Chassis Serial Number	Chassis Asset Tag
twp-lt1	Latitude 3320	Dell Inc.	FR4CGL3	12:00:00 AM 03/28/2025	12:00:00 AM 03/26/2022	FR4CGL3	(none)

OptiPlex 3070

Computer Name	System Product Name	System Manufacturer	System Serial Number	Warranty Field 3	System Purchase Date	Chassis Serial Number	Chassis Asset Tag
TransferStationWeigh	OptiPlex 3070	Dell Inc.	GM2WQ53	12:00:00 AM 10/07/2023	12:00:00 AM 10/06/2020	GM2WQ53	(none)
TCagle	OptiPlex 3070	Dell Inc.	FP50R53	12:00:00 AM 10/07/2023	12:00:00 AM 10/06/2020	FP50R53	(none)
FINANCE	OptiPlex 3070	Dell Inc.	FP44R53	12:00:00 AM 10/07/2023	12:00:00 AM 10/06/2020	FP44R53	(none)
DVigue	OptiPlex 3070	Dell Inc.	FNK1R53	12:00:00 AM 10/07/2023	12:00:00 AM 10/06/2020	FNK1R53	(none)
DOULLETTE	OptiPlex 3070	Dell Inc.	GM73R53	12:00:00 AM 10/07/2023	12:00:00 AM 10/06/2020	GM73R53	(none)
DESKTOP- O0J979M	OptiPlex 3070	Dell Inc.	GM3WQ53	12:00:00 AM 10/07/2023	12:00:00 AM 10/06/2020	GM3WQ53	(none)
DESKTOP- 70495J2	OptiPlex 3070	Dell Inc.	FP43R53	12:00:00 AM 10/07/2023	12:00:00 AM 10/06/2020	FP43R53	(none)
ASSESSOR-PC	OptiPlex 3070	Dell Inc.	FNF2R53	12:00:00 AM 10/07/2023	12:00:00 AM 10/06/2020	FNF2R53	(none)

Precision 5770

Computer Name	System Product Name	System Manufacturer	System Serial Number	Warranty Field 3	System Purchase Date	Chassis Serial Number	Chassis Asset Tag
townmanager-pc	Precision 5770	Dell Inc.	7HWRJX3	12:00:00 AM 09/30/2026	12:00:00 AM 09/29/2023	7HWRJX3	(none)
ExecAssist	Precision 5770	Dell Inc.	HFG3HX3	12:00:00 AM 07/22/2026	12:00:00 AM 07/21/2023	HFG3HX3	(none)

Latitude 3520

Computer Name	System Product Name	System Manufacturer	System Serial Number	Warranty Field 3	System Purchase Date	Chassis Serial Number	Chassis Asset Tag
TownManager	Latitude 3520	Dell Inc.	BFNXCS3			BFNXCS3	(none)

PowerEdge R440

Computer Name	System Product Name	System Manufacturer	System Serial Number	Warranty Field 3	System Purchase Date	Chassis Serial Number	Chassis Asset Tag

Computer Name	System Product Name	System Manufacturer	System Serial Number	Warranty Field 3	System Purchase Date	Chassis Serial Number	Chassis Asset Tag
ToW-S	PowerEdge R440	Dell Inc.	FQMN1G3	12:00:00 AM 08/07/2024	12:00:00 AM 08/06/2021	FQMN1G3	(none)

Precision 5570

Computer Name	System Product Name	System Manufacturer	System Serial Number	Warranty Field 3	System Purchase Date	Chassis Serial Number	Chassis Asset Tag
Planner-LT-23	Precision 5570	Dell Inc.	CVYQGY3	12:00:00 AM 07/18/2026	12:00:00 AM 07/17/2023	CVYQGY3	(none)

Victus by HP Gaming Laptop 16t-s100

Computer Name	System Product Name	System Manufacturer	System Serial Number	Warranty Field 3	System Purchase Date	Chassis Serial Number	Chassis Asset Tag
LT-TREASURER	Victus by HP Gaming Laptop 16t-s100	HP Chassis Asset Tag	CND4161TNN				CND4161TNN

OptiPlex Micro Plus 7010

Computer Name	System Product Name	System Manufacturer	System Serial Number	Warranty Field 3	System Purchase Date	Chassis Serial Number	Chassis Asset Tag
DT-COUNTER-2	OptiPlex Micro Plus 7010	Dell Inc. (none)	2GYXC14				2GYXC14
dt-counter-1	OptiPlex Micro Plus 7010	Dell Inc. (none)	19YXC14				19YXC14
dt-clerk-pc-1	OptiPlex Micro Plus 7010	Dell Inc. (none)	52VXC14				52VXC14

Display name	First name	Last name	Last password change time stamp	Licenses	Strong password required	User principal name	When created
Amber Fecteau	Amber	Fecteau	2024-04-26 14:49:26Z	Microsoft 365 Apps for business	TRUE	afecteau@winthropmain.onmicrosoft.com	2023-07-27 14:29:43Z
Assessor			2020-10-28 13:08:40Z	Microsoft 365 Apps for business	TRUE	assessor@winthropmain.onmicrosoft.com	2020-10-28 13:00:27Z
Carrie Huff	Carrie	Huff	2023-07-24 12:12:55Z	Microsoft 365 Apps for business	TRUE	chuff@winthropmain.onmicrosoft.com	2023-07-21 18:55:46Z
Debra Vigue	Debra	Vigue	2020-10-29 16:22:30Z	Microsoft 365 Apps for business	TRUE	financeadmin@winthropmain.onmicrosoft.com	2020-10-28 13:04:25Z
Executive Assistant	Executive	Assistant	2023-07-31 14:23:41Z	Microsoft 365 Apps for business	TRUE	execassist@winthropmain.onmicrosoft.com	2023-07-28 18:45:05Z
Georgia	Georgia	Riggs	2020-11-19 18:33:03Z	Microsoft 365 Apps for business	TRUE	griggs@winthropmain.onmicrosoft.com	2020-11-10 17:56:19Z
M. Burnham	M	Burnham	2020-11-30 19:25:55Z	Microsoft 365 Apps for business	TRUE	mburnham@winthropmain.onmicrosoft.com	2020-11-19 17:58:03Z
Mark Arsenault	Mark	Arsenault	2020-10-29 13:03:44Z	Microsoft 365 Apps for business	TRUE	marsenault@winthropmain.onmicrosoft.com	2020-10-28 12:57:57Z
Nick Poole	Nick	Poole	2024-06-24 17:17:49Z	Microsoft 365 Apps for business	TRUE	npoole@winthropmain.onmicrosoft.com	2020-10-28 13:05:49Z
Nikki Shaw	Nikki	Shaw	2021-11-10 19:48:53Z	Microsoft 365 Apps for business	TRUE	nshaw@winthropmain.onmicrosoft.com	2021-04-15 15:37:46Z
Planner	Planner		2024-05-28 17:10:40Z	Microsoft 365 Apps for business	TRUE	planner@winthropmain.onmicrosoft.com	2023-07-19 19:53:44Z
Tammylee Gray	Tammylee	Gray	2022-06-09 13:52:23Z	Microsoft 365 Apps for business	TRUE	tgray@winthropmain.onmicrosoft.com	2022-05-24 14:10:22Z
Town Manager	Town	Manager	2024-02-09 19:09:28Z	Microsoft 365 Apps for business		admin@winthropmain.onmicrosoft.com	2020-10-27 11:25:24Z