



EAST EASTERN ACADEMIC SCHOLARS' TRUST

Seeking a Consultant for Duplication of Google Workspace

Updated November 18, 2022

The Eastern Academic Scholars' Trust (www.eastlibraries.org), among the largest shared print programs in the U.S., is in the early stages of transitioning from the current fiscal sponsor, the Boston Library Consortium or BLC (www.blc.org), to a tax-exempt 501(c)(3) incorporated in Massachusetts. All of the files and documents to be duplicated currently reside within a Google Workspace owned by the BLC.

As part of this transition, EAST is looking for a consultant with expertise in copying materials from one Google Workspace account to another. Original materials should remain in the original host domain.

Work will include:

Setting up a new Google Workspace account with the eastlibraries.org domain and defining and creating email addresses and related workspaces. This includes copying the following from the BLC workspace to the eastlibraries.org workspace:

- Existing Emails (under 10 addresses, user accounts under 30GB each)
- Google Drive files (under 200 GB)
 - Files
 - Google Apps Scripts/Apps/Add-on (under 5 small apps)
 - Google Websites (under 15 small sites - Under 20 pages each).

Note that in some cases, the files and emails to be copied are interwoven with emails that should remain exclusively the property of the BLC. The consultant will work with EAST and BLC representatives to ensure only EAST emails and files are copied. Under no circumstances will the consultant be permitted to make or retain copies of records unrelated to EAST.

Migrating an organizational subunit, sharedprint.org, to the new eastlibraries.org workspace.

This migration includes:

- Existing Emails (under 10 addresses)
- Google Drive files and shared drives, including setting up permissions and file structure (under 200 GB)
- Google Sites, some with custom domains (under 15, each with under 20 pages).
- Google Groups (15)

Review of best practices as part of the duplication process including recommendations for any changes to the current organizational structures.

Support of the new Workspace for a period of 3 months after the transition with the option of additional post-migration support if required.

This work is to be undertaken in early 2023. Proposals for this work should include estimates of timeline and costs.

Questions and responses should be directed to: Susan Stearns, EAST Project Director at sstearns@blc.org. Responses are requested **by Friday, January 13, 2023**.