

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO.508
 County of Cook and State of Illinois

OFF-SITE DATA STORAGE
 OFFICE OF INFORMATION TECHNOLOGY
 ALL COLLEGES AND DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that there is a need to select a firm to provide District-wide off-site data storage for the pickup, delivery and storage of backup tapes and materials for disaster recovery; and

that staff prepared, publicly advertised and issued a detailed Request for Proposal (RFP) for these services to include storage facility, pickup / delivery, and transportation requirements. Request for Proposals (RFPs) were sent to five (5) firms and a pre-conference was conducted on October 9, 2007 and two (2) firms responded to the RFP on October 11, 2007; Iron Mountain and Recall Total Information Management Inc.; and

that the submitted proposals were reviewed, evaluated and ranked by the evaluation team in terms of the evaluation criteria contained in the RFP; overall responsiveness, qualifications, past experience, pricing and compliance with District M/WBE requirements; and

that based on the evaluation scoring, staff recommends acceptance of the highest ranked proposal from Recall Total Information Management Inc. for the following off-site data storage service fees:

Scope	Description	Unit Cost
All Pickup, Delivery, Storage, Administrative fees (Weekly Schedule)	Retention-Slotted	\$0.12
	Transportation (Weekly)	\$18.00
(Based on 160 tapes)	Process Out	\$0.12
	Process In	\$0.12
	Administration Fee	\$10.00
Local Disaster Recovery test (Semi-annual Schedule)	Transportation (Semi-annual)	\$80.00
(Based on 300 tapes)	Process Out	\$0.24
	Process In (With normal pick up)	\$0.12
	Initial Intake Fee (Waived)	\$90.00

that for emergency delivery and handling fees of tapes an additional cost of \$95.00 per incident, and rates for other supplies items were established; and

that these services can be expanded to the colleges at the same rates as for OIT; and the service periods will begin April 1, 2008 through March 31, 2011 at an total cost not to exceed \$45,000.00 with an option to renew for an additional two years; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced district wide off-site data storage and has determined that Recall Total Management, Inc. has requested a waiver from direct participation and has provided evidence of their indirect participation, therefore, it is recommended that their request for a waiver from direct compliance with the Board approved Participation Plan be granted.

THE CHANCELLOR

RECOMMENDS that the Board of Trustees authorize the Chairman to enter into an agreement with Recall Total Information Management Inc for off-site data storage for the period April 1, 2008 through March 31, 2011 at an annual cost not to exceed \$15,000.00 resulting in a total cost not to exceed \$45,000.00 for the three year period in accordance with RFP #SC0731dated September 25, 2007.

FINANCIAL Not to exceed \$45,000.00 – Various Funds, Various Colleges/ Departments
Various Accounts

Respectfully Submitted

Wayne D. Watson
Chancellor

March 6, 2008 - Office of Information Technology- District Office