

ADOPTED- BOARD OF TRUSTEES COMMUNITY  
COLLEGE DISTRICT NO. 508  
FEBRUARY 23, 2011

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
COUNTY OF COOK AND STATE OF ILLINOIS

DISTRICT-WIDE OFF-SITE DATA STORAGE SOLUTION  
OFFICE OF INFORMATION TECHNOLOGY  
DISTRICT OFFICE

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chairman to execute the two (2) year District-wide option to renew the existing contract with Recall Total Information Management, Inc. to provide pick-up, delivery and off-site data storage of back-up tapes and materials for disaster recovery for the period from April 1, 2011 through March 31, 2013, at a total cost not to exceed \$32,000.00.

**VENDOR:** Recall Total Information Management, Inc.  
4242 W. 42nd Place  
Chicago, IL 60632

**USER:** District-wide

**ORIGINAL AGREEMENT TERM:**

The original term of the agreement commenced on April 1, 2008 and will end on March 31, 2011.

**OPTION/RENEWAL TERM:**

The term of the agreement will commence on April 1, 2011 and end on March 31, 2013.

**SCOPE OF SERVICES:**

Pursuant to the renewal option that is described in the existing contract which was previously adopted by the Board in Board Report 28562 on March 6, 2008, Recall Total Information Management, Inc. will provide scheduled and on-demand services for the pick-up, delivery and off-site data storage of back-up tapes and materials for disaster recovery purposes.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

This solution will provide the District with data storage services to ensure efficient back-up tape storage disaster recovery management.

**DELIVERABLES:**

Recall Total Information Management, Inc. will provide:

1. Off-site data storage services at rates identical to those charged pursuant to the existing contract and as follows:

Location	Scope	Description	Unit Cost
Any Location City Colleges of Chicago	Tape Storage	Retention-Slotted	\$0.12
	Weekly Scheduled Pick-ups	Transportation	\$18.00
	Tapes Delivered	Process Out	\$0.12
	Tapes Picked Up	Process In	\$0.12
	Monthly Administration Fee	Administration Fee	\$10.00
	Local Disaster Recovery test (Semi-annual Schedule)	Transportation (Semi-annual)	\$80.00
		Process Out	\$0.24
		Process In (With normal pick-up)	\$0.12

2. An updated comprehensive list of Recall Total Information Management, Inc. customer policies and procedures every six (6) months and to which both parties are subject;
3. An updated comprehensive Recall Total Information Management, Inc. Disaster Recovery Plan every six (6) months and to which both parties are subject;
4. A comprehensive support plan that includes toll-free 7x24x365 live support;
5. A comprehensive plan to the City Colleges of Chicago (“CCC”) no later than November 1, 2012 for the possible transition of services to another provider at the close of the contract term ending March 31, 2013;
6. Secure Offsite Data Protection Storage to The City Colleges of Chicago for Financial and Operational records on various forms of electronic media and hardcopy to include pickup and delivery services; and
7. Transportation of tapes to and from a designated site, within approximately a 30 mile radius of 226 W. Jackson Chicago IL 60606 within an agreed time period in the event of a declared disaster or disaster testing by City Colleges of Chicago.

**VENDOR SELECTION CRITERIA:**

Specifications prepared by District Office Procurement staff were publicly advertised on September 25, 2007 as Request for Proposal (“RFP”) SC0731. Said RFP was sent to five (5) vendors and a pre-proposal conference was held on October 9, 2007, after which responsive and responsible submittals were received from two (2) vendors: Iron Mountain and Recall Total Information Management, Inc.

The recommended vendor was selected through a competitive procurement process that evaluated responses in the following areas:

1. Responsiveness
2. Respondent Qualifications
3. Past Experience / References
4. Pricing Structure

Recall Total Information Management, Inc. ranked highest after combining all evaluation scores.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the above agreement request and, the service provided is a direct service; pick-up and delivery of boxed data. With no subcontracting opportunity, Total Recall Information Management, Inc, continues to utilize certified M/WBE Vendors nation-wide in other areas for indirect participation, therefore, it is recommended that a waiver of direct participation, in compliance with the Board Approved Participation Plan be approved.

**MBE Vendors:** professional services, exterminating, electrical repairs, office products

**WBE Vendors:** professional services, landscaping, snow removal

**GENERAL CONDITIONS:**

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article II, Section 2.6.4(b) of the Board Rules for Management and Government.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

**FINANCIAL:**

Recall Total Information Management, Inc. shall be paid as set forth in the agreement; Total cost not to exceed \$32,000.00 for the contract term.

<b>Service Item</b>	<b>FY11</b>	<b>FY12</b>	<b>Totals</b>
District Office Pick-up/Delivery and Retention Services	\$3,870.00	\$3,870.00	\$7,740.00
Main Campuses Pick-up/Delivery and Retention Services	\$11,810.00	\$11,810.00	\$23,620.00
Local Disaster Recovery test (Semi-annual Schedule)	\$160.00	\$160.00	\$320.00
Contingency (Emergency Pick-ups)	\$160.00	\$160.00	\$320.00
<b>Totals</b>	<b>\$16,000.00</b>	<b>\$16,000.00</b>	<b>\$32,000.00</b>

Charge to: Office of Information Technology

Funding Source: Education Fund

FY11: 00003-0023001-00088-00000-000000-535100: \$16,000

FY12: 00003-0023001-00088-00000-000000-535100: \$16,000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**February 23, 2011 – March 2011 Board Meeting - Office of Information Technology – District Office**