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**ADOPTED - BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
FEBRUARY 11, 2011**

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

**DISTRICT-WIDE ELECTRONIC MAIL ARCHIVING SOLUTION
OFFICE OF INFORMATION TECHNOLOGY
DISTRICT OFFICE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to execute a five (5) year District-Wide professional services agreement with Computer Generated Solutions for an amount not to exceed \$335,825.00 to provide electronic mail ("email") archival services to ensure efficient email storage and system migration, compliance with records retention policies and procedures, and facilitation of legal discovery. Information pertinent to this agreement is stated below:

VENDOR: Computer Generated Solutions
Three World Financial Center
American Express Tower
200 Vesey Street, 27th Floor
New York, NY 10281-1017

USER: District Wide

TERM:

The term of the agreement will commence on or around March 1, 2011 and end on or around February 28, 2016.

SCOPE OF SERVICES:

Computer Generated solutions (CGS) will provide scheduled and on-demand services for the archival and restoration of email and email-related items, such as, but not limited to, calendar events, tasks, and contacts.

BENEFIT TO CITY COLLEGES OF CHICAGO:

This solution will provide the District with email archival services to ensure efficient email storage and system migration, compliance with Board-approved records retention policies and procedures, and facilitation of legal discovery.

DELIVERABLES:

CGS will perform as follows:

1. Provide an implemented unlimited mailbox email storage solution configured to support CCC's existing GroupWise e-mail application platform and future Microsoft Exchange infrastructure;
2. Collaborate with CCC to plan and execute the installation, testing and general release of the unlimited mailbox archive server, and provide all related services for an efficient and tested production solution;

3. Provide migration services from GroupWise to Microsoft Exchange as required, in accordance with a CCC approved schedule that adopts the train-the-trainer methodology of planned meetings and hands-on activities to ensure knowledge transfer; and

4. Provide a comprehensive maintenance and support plan that includes toll-free 7x24x365 live support for all product upgrades.

VENDOR SELECTION CRITERIA:

Specifications prepared by District Office Procurement staff were publicly advertised on October 27, 2010 as Request for Proposal (“RFP”) DT 1014. Said RFP was sent to twenty (20) vendors and a pre-proposal conference was held on November 10, 2010, after which the following responsive and responsible submittals were received from five (5) vendors: Computer Generated Solutions (CGS), GWAVA, PACE, Smarsh, and Xerox. The two (2) vendors with the highest ranking, CGS and GWAVA, were selected for oral presentations, and CGS ranked highest after combining all evaluation scores.

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. Best Pricing Structure

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above agreement request and, CGS, utilizing proprietary software on this project has requested a waiver of direct participation for M/WBE. However, CGS does utilize certified firms in other aspects of business and it is therefore recommended that CGS be considered for indirect participation in compliance with the Board Approved Participation Plan.

MBE	Firm	Participation	Service (s)
	Intelligent Solutions Group Corp. 26645 W 12 Mile Rd Suite 208 Southfield, MI 48034	Indirect	Contracts to CGS for IT placement services on other projects
	Marlabs Inc. 1 Corporate Place South Piscataway, NJ 08854	Indirect	Contracts with CGS for IT consulting on Business Processing Services on other projects

	Global Nest, LLC 281 State Route 79, Suite #208, Morganville, NJ 07751	Indirect	Contracts with CGS for computer programming services on other projects
WBE			
	SB Services, Inc. 888 East Belvidere Road Grayslake, IL 60030	Indirect	Contracts to CGS for Business processing Solutions on other projects
	Atlanta Training Group, LLC One Alliance Center 3500 Lenox Rd. Suite 1500 Atlanta, GA 30326	Indirect	Contracts with CGS for customized training of staff and end users

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:

Charge To: Office of Information Technology

Restricted Funds: Capital

FY2011: 92015-0023001-00086-53045-0000000-530000:\$26,500

FY2011: 92015-0023001-00086-53045-0000000-540000:\$33,125

FY2012: 92015-0023001-00086-53045-0000000-530000:\$95,275

FY2012: 92015-0023001-00086-53045-0000000-530000:\$99,375

FY2013: 92015-0023001-00086-53045-0000000-530000:\$33,850

FY2014: 92015-0023001-00086-53045-0000000-530000:\$23,850

FY2015: 92015-0023001-00086-53045-0000000-530000:\$23,850

Total cost not to exceed \$335,825.00 for the contract term.

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**