

**32313**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**JUNE 5, 2014**

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

**DISTRICT-WIDE ELECTRONIC MAIL ARCHIVING SOLUTION**  
**COMPUTER GENERATED SOLUTIONS**  
**OFFICE OF INFORMATION TECHNOLOGY**  
**DISTRICT WIDE**  
**(AMENDMENT TO BOARD REPORT #30885 APPROVED FEBRUARY 11, 2011)**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair execute an amendment to the agreement with Computer Generated Solutions to extend the term of the agreement through June 30, 2016, at an additional total cost not to exceed \$30,855.52.

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

**USER:** District Wide

**ORIGINAL TERM:**

The original term of the agreement commenced on March 1, 2011 and shall continue through February 28, 2016.

**EXTENDED TERM:**

The amended term of this agreement shall continue through June 30, 2016.

**SCOPE OF SERVICES:**

Computer Generated Solutions (CGS) will continue to provide a searchable and on-demand archive system for quick search, retrieval and discovery of email messages. Additionally, CGS will continue to provide associated technical support for the solution.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

This solution provides the District with email archival services to ensure efficient email compliance with Board-approved records retention policies and procedures. CGS will also provide on-demand, seamless access to message searching and auditing that will ensure compliance with email retention

policies.

CGS will continue to provide the following:

1. An implemented unlimited mailbox email storage solution configured to support CCC's existing GroupWise e-mail application platform and the Microsoft Exchange infrastructure; and
2. 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: 1) Computer Generated Solutions (CGS); 2) GWAVA; 3) PACE; 4) Smarsh; and 5) 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 MBE/WBE Compliance has reviewed the proposed amendment and recommends a continued waiver of the Board Approved Participation Plan due to the nature of the agreement ("searchable and on-demand services for the archival and restoration of email") and the absence of subcontracting opportunities.

**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 2, Section 2.6.4 (b) of the Board Bylaws.

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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all

agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

**FINANCIAL:**

**Total:** \$30,855.52

**Charge To:** Office of Information Technology

**Source of Funds:** Education Fund

**FY14-15:** 530000-00003-0023004-80000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**June 5, 2014 - Office of Information Technology – District Office**