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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
APRIL 7, 2016**

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

**ELECTRONIC MAIL ARCHIVING SOLUTION
COMPUTER GENERATED SOLUTIONS
OFFICE OF INFORMATION TECHNOLOGY
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute a professional services agreement with Computer Generated Solutions (CGS) to provide electronic mail (“email”) archival services for the period commencing no sooner than April 16, 2016 through April 15, 2021, at a total cost not to exceed \$240,000.

VENDOR: Computer Generated Solutions (CGS)
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 shall commence no sooner than April 16, 2016 and will continue through April 15, 2021.

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 attachments.

BENEFIT TO CITY COLLEGES OF CHICAGO:

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

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and Request for Proposal (RFP) #KD1504 was publicly advertised on November 20, 2015. Fifteen (15) vendors were contacted and a pre-proposal conference was held on December 2, 2015. On December 21, 2015, the following firms

responded to this RFP; 1) Authority Gaggle.net; 2) Computer Generated Solutions, Inc; and 3) GWAVA Technologies, Inc.

All proposals were reviewed, evaluated, and ranked by staff which included the Office of Information Technology, Administrative and Procurement Services and MBE/WBE Contract Compliance.

Each committee member independently reviewed and rated the three proposals based on the criteria outlined in the RFP, which included:

- a. Proposed plan of action for the execution of the requested scope of services (Solution software, infrastructure design, ongoing support and migration plan).
- b. Firm and Staff’s qualifications and experience in relation to the services requested.
- c. Past experience providing similar services for educational institutions or government agencies.
- d. Price in relation to the scope of services.
- e. MBE/WBE compliance plan

Based on the evaluation scoring, staff recommends the acceptance of the proposals for Computer Generated Solutions, Inc. to provide email archiving services to the district. As they presented the best overall solution and lowest price.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Compliance has reviewed the proposed agreement and has determined that the Vendor is in compliance with the Board Approved Participation Plan given the following schedule and an approval of a recommended WBE waiver.

| <u>Vendor</u> | <u>MBE or WBE</u> | <u>%</u> | <u>Participation</u> | <u>Certifying Agency</u> |
|--|-------------------|----------|----------------------|--------------------------|
| OSS, Inc. 555 Round Rock West Dr. Round Rock, TX 78681 | MBE | 25 | Indirect | State of Texas |

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 2.7.4(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: \$240,000

Charge to: District Wide

Source of Funds:

FY16: 530000-00003-0023004-80000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

April 7, 2016 - Office of Information Technology