

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
MAY 26, 2009 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
E-mail Archiving Software	Resolution Ordinance ✓ Motion Discussion Only	Liangfu Wu Information Services Director

SYNOPSIS

A motion is requested to approve the purchase of e-mail archiving software from StorCOM, Inc. in an amount not to exceed \$25,000.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan Goals for 2008-2013 identified *Top Quality Village Infrastructure and Facilities*. An objective includes *Replace and Improve Village Facilities: Operating Efficiently, Promoting Productivity, and Supporting Effective Customer Friendly Services*.

FISCAL IMPACT

The FY09 budget includes \$35,000 in the Capital Improvement Fund for this purchase.

RECOMMENDATION

Approval on the June 2, 2009 consent agenda.

BACKGROUND

Archiving email messages has become a top priority in the development of the Village's IT infrastructure in terms of meeting both operational needs and record retention requirements regulated by various local, state and federal laws. The proposed email archiving software would automatically make an un-modifiable copy of all incoming and outgoing email messages and archive the items in an independent and easily searchable records system. Once an email item has been archived, the user can no longer edit and delete it.

The proposed archiving system would be particularly useful if copies of email messages were to be requested by residents via the Freedom of Information Act (FOIA). In these cases, the Village would be legally mandated to produce the information requested by the resident. By utilizing the proposed email archiving system, the Village would have the ability to quickly, easily and reliably respond to these email FOIA requests as mandated by law and would be protected from any potentially costly litigation which may result if the requested email records were either lost or deleted.

Staff issued an RFP for email archiving software services, and received eight proposals. When evaluating the proposals, staff considered the following criteria.

- The system should have minimal impact on the Village's current e-mail server's performance. The Village prefers a system that uses log shipping as opposed to a journal mailbox or MAPI.
- Ability to either remove archive e-mails from the information store or replace them with stub e-mails that link back to the archived e-mail. Whether an e-mail should be removed or stubbed should be controllable by policy based on age of e-mail or specific user or group.
- Users should have ability to view their own archived e-mails but not modify them in any way. Browser based access to the archive is preferred.
- Archive should maintain user's mailbox structure (i.e.: custom folders etc.)

- System should archive all of the users mailbox including contacts, calendar items, sent items, etc.
- Administrator should have the ability to designate “e-mail reviewers” and give them access to specific, or all, user’s archives.
- System should implement automated removal of items based on retention policies and have a “legal hold” feature to defeat the removal of designated e-mails or items.

Of the eight proposals received by staff, only StorCom, Inc. met all of the specifications outlined above. In addition to these specifications, StorCom, Inc.’s system would also maintain the folder structure which the user has created in her / his mailbox, allowing an easier email search and retrieval later. Thus, staff recommends the selection of StorCom, Inc. as the Village’s email archiving vendor.

ATTACHMENTS

Contract Form

Campaign Disclosure

IV. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

PROPOSER:

StorCOM
Company Name

Date: 3/25/09

825 S. Batavia Ave
Street Address of Company

Ryan.weber@storcom.net
Email Address

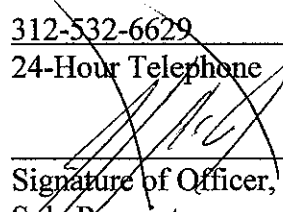
Geneva, IL, 60134
City, State, Zip

Ryan Weber
Contact Name (Print)

(312) 532-6629
Business Phone

312-532-6629
24-Hour Telephone

(847) 908-7514
Fax


Signature of Officer, Partner or Sole Proprietor

Jeff James - President
Print Name & Title

ATTEST: If a Corporation

Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

CAMPAIGN DISCLOSURE CERTIFICATE

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.

The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.

~~Signature~~

Jeff James
Print Name

Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

~~Signature~~

Jeff James
Print Name