

South Portland City Council
Position Paper of the City Manager

Subject:

ORDER #168-13/14 – Award of Bid #33-14 be and hereby is made to Windstream of Portland, ME, for the purchase of an E-mail archive and eDiscovery solution system. Passage requires majority vote.

Position:

This award of bid is for an E-mail archive and eDiscovery solution system for the Information Technology Department. This item was funded in the FY15 CIP in the amount of \$45,000.00.

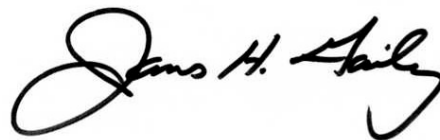
The bid was advertised, mailed and e-mailed to forty-six vendors. The City received five bids ranging in net price of \$37,694.00 to \$62,296.00. WG Tech submitted the lowest bid of \$37,694.00, but did not meet all the requirements. Windstream of Portland, ME submitted the second lowest bid in the amount of \$44,904.00 and meets specifications. Each bid was reviewed and Chris Dumais is recommending the award be made to Windstream.

The cost of this purchase will be funded from Information Systems - Email Archive and eDiscovery Software account.

Included is a memorandum from Chris Dumais regarding this item. He will be at Monday's meeting to answer any questions.

Requested Action:

Council passage of ORDER #168-13/14.

A handwritten signature in black ink, appearing to read "James H. Fahey". The signature is fluid and cursive, with a large loop at the end.



CITY OF SOUTH PORTLAND

GERARD A. JALBERT
Mayor

JAMES H. GAILEY
City Manager

SUSAN M. MOONEY
City Clerk

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

District One
MICHAEL R. POCK

District Two
PATRICIA A. SMITH

District Three
MELISSA E. LINSKOTT

District Four
LINDA C. COHEN

District Five
GERARD A. JALBERT

At Large
MAXINE R. BEECHER

At Large
THOMAS E. BLAKE

IN CITY COUNCIL

ORDER #168-13/14

ORDERED, that award of Bid #33-14 be and hereby is made to Windstream of Portland, ME, in the amount of forty-four thousand nine hundred and four dollars (\$ 44,904.00) for the purchase of an E-mail archive and eDiscovery solution system.

Said amount shall be charged to the FY15 Data Archival Account #415565 - 650300 – 15552.

Fiscal Note: \$44,904.00

Dated: June 16, 2014

TO: James Gailey, City Manager
FROM: Chris Dumais, Information Technology Director
RE: Bid 33-14 Email Archiving and eDiscovery
DATE: June 11, 2014

Dear Mr. Gailey;

The City IT department issued a request for proposals for a replacement email archive and eDiscovery solution. The City currently uses Mimosa NearPoint for its email archive and eDiscovery software. This software is the foundation for the City's email retention policies and is a critical component to FOAA requests. The company that created this software has been sold 5 times and its current company will no longer be updating and supporting this software after current support contracts expire. The City's support contract expires in January 2015.

RFP #33-14 was issued seeking a replacement email archiving and eDiscovery solution. Five vendors responded to the RFP. Windstream of 1 Canal Plaza, Portland Maine provided the only solution that met all of the criteria of the RFP and was within the approved budget of \$45,000. The attached bid reconciliation form shows the bid requirements as well as the solution prices.

I will be at the City Council meeting on June 16, 2014 to answer any questions. Thank you for your consideration of this purchase.

Respectfully Submitted,



Chris Dumais
Information Technology Director

Information Systems - Email Archive and eDiscovery Software
\$ 44,904.00 415565 - 650300 - 15552



Sales Order

4120 Main at North Hills Ave
 Suite 230
 Raleigh NC 27609
 US
 (919)852-0690

Document Date
 Document #

6/11/2014
 002-00-425179

Location
 Expires
 Sales Rep
 Sales Rep Email
 Sales Rep Phone Number
 Sales Engineer
 Installation POC
 NS ID
 Customer PIN

WIN 3rd Party Services
 7/11/2014
 Kent Kicza
 kent.kicza@hostedsolutions.com
 (617) 712-1632
 21094 City of South Portland M...
 101130
 1011

Client
 Chris Dumais
 City of South Portland Maine
 25 Cottage Rd
 South Portland ME 04116-9422

This quote reflects a one time payment of \$43,200 for the entire 48 month term.

| Qty | Item | Description | Rate | Ext | Note |
|-------|--|--|--------|-----------|------|
| 1,200 | Mimecast Historic Mail Ingestion | Mimecast Unified Email Management – Historic Mail Ingestion - Per GB of archived email - One-time fee | 1.42 | 1,704.00 | |
| 1 | Mimecast Priority Support | Mimecast Unified Email Management Priority 24x7 Telephone Support | 0.00 | 0.00 | |
| 300 | Mimecast Email Archiving 251-500 Users - | Mimecast Email Archive (per user) Includes: - Three copies of every email are stored in multiple geographically dispersed datacenters - All email data is encrypted and held in jurisdictionally defined locations - Policy-based data retention of all inbound, outbound and internal email - Near real-time searches for end-users and administrators - Personal archive access from Microsoft Outlook, mobile* and web browser - "Drag and drop" facility between personal archive and Outlook mailbox - eDiscovery case management and intelligent message tagging - Permanent removal of messages by coordinated action of multiple administrators - Granular litigation hold capability - Mimecast apps for accessing archives and Blackberry Continuity | 144.00 | 43,200.00 | |
| 1 | Mimecast Email Archiving 251-500 Users - Setup Fee | Setup Fee | 0.00 | 0.00 | |

| | | | |
|-------------|--------------|--------------|--------------------|
| Total: | Setup Total: | Total | \$44,904.00 |
| \$43,200.00 | \$1,704.00 | | |

Contract Term (months): 48



FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Invitation to Bid

Email Archiving and eDiscovery

Sealed bid for providing an email archiving and eDiscovery solution to the City of South Portland Information Technology Department, as specified below, in the attached specifications, will be received by the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine 04106, until 2:00 p.m., Thursday, May 29, 2014 at which time, they will be publicly opened and read aloud. Proposals received after the above stated day and time will not be considered.

Bids shall be submitted in detail including item descriptions and part numbers in sealed envelopes, plainly marked "Bid # Email Archiving and eDiscovery" and shall be addressed to the Purchasing Agent at the above address. Questions regarding the solution may be directed to Chris Dumais, Information Technology Director at 207-767-7681 or e-mail at cdumais@southportland.org.

Bidder must attach a separate sheet to their bid listing any deviation from the specifications shown. If no attachment is provided, it will be assumed that the item being bid meets the specifications.

If the solution offered by a bidder under the attached specifications meets the specifications except for minor factors and if it shall be determined by the City that these minor variations from the specifications do not prevent the solution being bid from performing as satisfactorily or from being as good as a solution fully meeting these specifications, then these minor variations from the specifications may be waived by the City, if it deems it to be to its advantage, and the solution with the waived variations in specifications will be accepted as fully meeting these specifications.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications, bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes and Sales Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the City shall govern the award of this bid's purchasing ordinance.

Colleen C. Selberg
Purchasing Agent

SPECIFICATIONS
City of South Portland
Information Technology Department
For an Email Archiving and eDiscovery Solution

The City of South Portland has a single, on premise, Exchange 2010 email system with 400 active mailboxes (people, conference rooms, generic mailboxes). Our current email archiving solution is Mimosa's NearPoint with approximately 1.2T of archived data that would need to be ingested into the new solution.

The proposed solution must meet these minimum technical requirements:

- Must integrate with the current on premise Exchange system
- Must integrate with any future on premise or hosted email system
- Must provide the end users seamless integration with OWA 2010 and Outlook 2007 and above clients.
- Must provide the end user with a "bottomless" inbox feel that retains their folder structures
- Must contain a web based eDiscovery and audit console with the ability to easily delegate eDiscovery tasks to individuals.
- Must contain simplified eDiscovery searching capabilities

The City of South Portland would like the proposed solution quoted with the following:

- What's included with a license and pricing
- 3 and/or 4 year upfront maintenance pricing
- Mimosa NearPoint archive ingestion pricing
- Annual Maintenance pricing for years 5-7
- Configuration, implementation, and training pricing
- Technical Support pricing

CITY OF SOUTH PORTLAND

Bid #33-14

EMAIL ARCHIVING AND eDISCOVERY

Proposals for Email Archiving and eDiscovery for the City of South Portland were received and opened on Tuesday, June 10, 2014 at 2:00 P.M. The bid was advertised, mailed and emailed to forty-six (46) firms. Five (5) proposals were received.

| Vendors | WG Tech | Windstream | HP | Bizcompass | SHI |
|---------------------|-------------|-------------|-------------|-------------|-------------|
| Products | Barracuda | MimeCast* | HP Autonomy | Jatheon | ArchiveOne |
| Price - Low to High | \$37,694.00 | \$44,904.00 | \$49,629.00 | \$50,596.00 | \$62,296.00 |

| | | | | | |
|--|---|---|---|---|---|
| Must integrate with the current on premise Exchange system | X | X | X | x | X |
| Must integrate with any future on premise or hosted email system | X | X | X | x | X |
| Must provide the end users seamless integration with OWA 2010 and Outlook 2007 and above clients. | X | X | X | | X |
| Must provide the end user with a “bottomless” inbox feel that retains their folder structures | | X | | | X |
| Must contain a web based eDiscovery and audit console with the ability to easily delegate eDiscovery tasks to individuals. | | X | X | | X |
| Must contain simplified eDiscovery searching capabilities | | X | x | | X |

Recommend Award to:

Source of Funds:

City Manager

Finance Director