

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution No. 8395 authorizing execution of a hardware, software, and maintenance agreement with Lilien LLC, for the replacement of the Data Protection and Archival System, which provides backup of all of the City's electronic data and email archives.

FISCAL IMPACT

This Resolution authorizes the City to enter into agreement with Lilien LLC for an amount not to exceed \$468,691.76, for the purchase of the Data Protection and Archival System hardware, software, and related technical services. This purchase replaces the existing system, and the cost of this agreement was anticipated and is budgeted in the 2011-2012 Information Technology operating budget.

STAFF CONTACT

Chelo Picardal, Chief Technical Officer, 452-6106
Information Technology Department

POLICY CONSIDERATION

Should the Council authorize an agreement with Lilien LLC to replace the eight-year old Backup System and Email Archival system (referred to as the Data Protection and Archival System), purchase backup and archival disc storage, and disaster recovery equipment?

The vendor selection process and contract have been reviewed by the City Attorney's Office and the Finance Department to ensure that all contracting and competitive purchasing policies have been followed.

BACKGROUND

Originally purchased in 2004, the City's current Data Protection and Archival System has exceeded its planned operational life by 25%. A guiding principle in managing technology assets is to ensure "just-in-time" replacement in order to maximize the City's original investment. Having achieved this principle and considering the critical nature of this system, the continued use of this system opens the City to unreasonable risk. IT systems are replaced on a regular basis to ensure smooth operations and ability to support vital City services. Regular replacement avoids degradation in service from failing systems at the end of their useful life and minimizes maintenance costs as well as organizational disruption. This replacement was delayed for two years beyond its normal six-year cycle to leverage as much as possible from the initial investment.

The Information Technology Department is charged with protecting all electronic files and systems in order to meet state and federal regulations. Additionally, staff designate which email messages need to

be retained for legal compliance or business use. In the event that retained email messages are designated to have long term preservation value, the City arranges for their appraisal by the Washington State Archives before disposition occurs.

The current Data Protection system backs up and stores offsite all the City's electronic information and data including email, the City web sites, customer information, electronic content and documents, SharePoint sites and content, file server data, and all City- purchased applications and their databases.

Electronic data is often requested as part of internal investigations, evidence preservation requests, legal discovery (e-discovery) and public disclosure requests (freedom of information). When a preservation request is made by the City Attorney's Office, the City is required to search, locate, identify, safeguard and preserve all data including but not limited to electronic data that may be related to the issue or matter for which preservation has been requested. The data is not to be overwritten, damaged, destroyed and/or purged until the appropriate release is received from the City Attorney's Office. Key required functions for this service are the ability to search, to replicate without changing, to duplicate for production and to save data across all platform types.

The Data Protection and Archival RFP (#12003) was released in January 2012 for the purchase of a replacement for the two systems, from which the City received six responses. A interdepartmental team of six staff members evaluated the responses based on the criteria matrix provided in the RFP: responsiveness, experience, technical, ability to integrate, and cost. From those responses, the solution presented by Lilien LLC was selected. The solution was the most cost-effective for the purchase, on-going costs, and total cost of ownership while still meeting the requirements specified in the RFP.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately upon Council adoption.

OPTIONS

1. Adopt Resolution No. 8395 authorizing execution of a three year agreement with Lilien LLC, to provide Data Protection and Archival hardware and software support services in an amount not to exceed \$468,691.76.
2. Do not adopt Resolution No. 8395 and provide alternative direction to staff.

RECOMMENDATION

Staff recommends Option 1. Adopt Resolution No. 8395 authorizing execution of a three year agreement with Lilien LLC, to provide Data Protection and Archival hardware and software support services in an amount not to exceed \$468,691.76.

MOTION

Move to adopt Resolution No. 8395 authorizing execution of a three year agreement with Lilien LLC, to provide Data Protection and Archival hardware and software support services in an amount not to exceed \$468,691.76.

ATTACHMENTS

Proposed Resolution No. 8395

AVAILABLE IN COUNCIL OFFICE

Contract – DRAFT Agreement between the City of Bellevue and Lilien LLC

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8395

A RESOLUTION authorizing execution of a Hardware, Software and Maintenance Agreement with Lilien LLC, in an amount not to exceed \$468,691.76 plus taxes if applicable, for the replacement of the Data Protection and Archival System, which provides backup of all of the City's electronic data and email archives.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a Hardware, Software and Maintenance Agreement with Lilien LLC, in an amount not to exceed 468,691.76, plus taxes if applicable, for the replacement of the Data Protection and Archival System, which provides backup of all of the City's electronica data and email archives, a copy of which agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2012, and signed in authentication of its passage this _____ day of _____, 2012.

(SEAL)

Conrad Lee, Mayor

Attest:

Myrna L. Basich, City Clerk