



## Legislation Text

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**File #:** 2015-0673, **Version:** 1

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### Title

Electronic Messaging Archival System

### History

The Village maintains approximately 450 electronic mailboxes that store e-mail messages, voice mail, calendar information, contacts lists and messaging notes. An E-Mail server running Microsoft's Exchange software manages all of the mailboxes. Historic messages are stored in the Exchange server database up to the point where a user's mailbox reaches capacity. When capacity is reached, users typically store their information in an archive on their local computer. This becomes problematic when maintaining the local computer and when requests for messages, such as a FOIA request or a legal discovery search, are performed. In addition, these local archives are not part of a normal backup routine and can be lost in the event of a local PC hard drive failure. The Village is required to save messages for a specified time under the State's Record Retention Act.

Staff researched several solutions and found an E-mail Message Archiving System by Barracuda Networks would work best to solve these storage issues and would also be the most cost effective choice. This system will also make legal discovery and FOIA searches much more efficient. Message searches can also take place off-site, via the cloud, allowing the Village's legal service providers with off-site access.

The system contains three components - the physical Message Archiver box that stores archived messages internally and houses service software, a PST Enterprise software component that will allow migration of existing local PC archives (PST Files) to the appliance and cloud, and one year of Cloud storage for replicated messages from the appliance.

Barracuda products are not offered under any state or local government contracts and are sold nationally through authorized resellers.

Bids were received and opened on October 22, 2015 for the Barracuda Message Archiving components. Eleven bids were received. CDW Government LLC., of Vernon Hills, Illinois was the lowest bidder at a price of \$15,490.

On November 2, 2015, this item was reviewed by the Finance and Information Technology Committee and referred to the Board for approval.

### Financial Impact

Funds for an E-Mail Archiving and Storage System were included in the FY2015 budget.

### Recommended Action/Motion

I move to approve the purchase of Barracuda E-Mail Archiving and Storage System from CDW Government LLC., of Vernon Hills, Illinois in an amount not to exceed \$15,490.

