



Legislation Text

File #: 22-0682, Version: 1

MOTION TO APPROVE THE RENEWAL OF THE CITY'S MAILMETER CLOUD EMAIL ARCHIVING TOOL FROM WATERFORD TECHNOLOGIES IN THE AMOUNT NOT TO EXCEED \$33,850, PURSUANT TO SECTION 35.18(C)(7)(I) OF THE CITY'S CODE OF ORDINANCES.

PROCUREMENT PROCESS TAKEN:

- *Chapter 35 of the City's Code of Ordinance is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."*
- *Section 35.18 of the City's Code of Ordinances is titled "COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS."*
- *Section 35.18(C) states that "Only the following situations are exempt from the competitive bid and competitive proposal requirements of this section:"*
- *Section 35.18(C)(7)(i) states, "Software licensing and maintenance with the company from which the software was purchased, or its authorized representative;"*
- *Section 35.21 of the City's Code of Ordinances is titled "AWARD OF CONTRACT."*
- *Section 35.21(A) of the City's Code of Ordinances is titled "City Commission approval."*
- *Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."*

SUMMARY EXPLANATION AND BACKGROUND:

1. On July 12, 2006, the City purchased Waterford Technologies' Mailmeter Archive on-premise solution for email for \$24,780. The original purchase of Mailmeter Archive was for 500 Microsoft Exchange email mailboxes, MailMeter Exchange Mailboxes, MailMeter Archive, MailMeter Insight, MailMeter History Capture, MailMeter ISR, MailMeter Storage Management, and Customer Care Annual Maintenance and Support. The ongoing cost for maintenance and support would be \$4,590 annually.
2. On March 05, 2009, an additional 700 Microsoft Exchange email mailboxes were added for \$10,000, bringing the total number of Microsoft Exchange email mailboxes for Mailmeter Archive solution to 1,200. The ongoing cost for maintenance and support would increase to \$6,720 annually.

3. On September 30, 2013, the City upgraded the Customer Care Annual Maintenance and Support for Mailmeter Archive to Premium Support and Maintenance. The cost to upgrade to Premium Support and Maintenance was \$3,750. The ongoing cost for maintenance and support would increase to \$12,250 annually.
4. On July 13, 2015, an additional 150 Microsoft Exchange email mailboxes were added for an additional \$3,000 to the Customer Care Annual Maintenance and Support. The Annual Maintenance and Support of Microsoft Exchange email mailboxes for Mailmeter Archive solution grew to support 1,350 Microsoft Exchange email mailboxes. The ongoing cost for maintenance and support would increase to \$14,100.
5. On November 06, 2019, an additional 350 Microsoft Exchange email mailboxes were added for \$4,995 bringing the total number of Microsoft Exchange email mailboxes for Mailmeter Archive solution to 1,700. The ongoing cost for maintenance and support would increase to \$20,711.
6. On August 25, 2021, the City upgraded from current on-prem solution for Mailmeter Archive to Waterford Technologies' Mailmeter Cloud solution for a cost of \$15,728. Pricing included a pro-rated deduction of Customer Care Annual Maintenance and Support previously renewed on July 29, 2021. Features of Waterford Technologies' Mailmeter Cloud solution includes the following: MailMeter Archive, Retention - Automated Retention, My MailMeter (End User Search), Investigate - eDiscovery/FOIA, Compliance Review - Automated Compliance Search, PST Import/History Capture, and Full Training.
7. The Technology Services Department has received a quote from Waterford Technologies for the renewal of Mailmeter Cloud in the amount of \$33,850.
8. Request Commission to approve the renewal of Mailmeter Cloud Email Archiving tool from Waterford Technologies in the amount not to exceed \$33,850, pursuant to section 35.18(C)(7)(i) of the City's Code of Ordinances.

Reviewed by Commission Auditor.

FINANCIAL IMPACT DETAIL:

- a) **Initial Cost:** \$33,850
- b) **Amount budgeted for this item in Account No:** Funds are available in account 001-513-2002-546801-0000-000-0000 (IT Maintenance Contracts)
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable
- d) **5 year projection of the operational cost of the project:** Not Applicable.
- e) **Detail of additional staff requirements:** Not Applicable.

FEASIBILITY REVIEW:

A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.

- a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable.
- b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable.