

MEMORANDUM

TO: Governing Board Members

FROM: Sandra Close Turnquest, Deputy Executive Director, Corporate Resources

DATE: October 9, 2008

SUBJECT: Enterprise Vault Consultant Three Year Extension – Carahsoft Technology Corporation PO #4500020204

Background

In order to respond to public records requests, the Information Technology Department utilizes Symantec Enterprise Vault a software program which allows the District to retain a copy of all email messages sent and received, and ensures that messages are kept for an appropriate period of time. The current Enterprise Vault implementation utilizes a module for electronic discovery called the Discovery Accelerator, designed to help with the new amendments to the Federal Rules of Civil Procedure. The District utilizes Discovery Accelerator extensively to help with pre-disclosure meetings, legal holds, and internal investigations.

In January 2008, the Information Technology Department issued PO #4500020204 to Carahsoft Technology Corporation (authorized Symantec reseller) for a part time (approximately 10 days per month) on-site contractor to provide assistance producing reports, training and assisting users in utilizing this tool, and to provide desk side support to ensure timely responses for requests. This request is to extend these services an additional three years from October 13, 2008 through October 12, 2011 in the estimated amount of \$487,305 for a total of \$637,245.

This contractor will be obtained through an authorized Symantec Corporation reseller, Carahsoft Technology Corporation, using the GSA Schedule #GS-35F-0131R. Due to the specific Symantec technical expertise required for these services, they were procured directly from an authorized Symantec reseller.

How this helps meet the District's 10-year Strategic Plan:

The District must adhere to the Federal Rules of Civil Procedure to provide public records requests and is mandated by federal law to preserve and produce email messages.

Funding Source: The total amount for the three year extension is \$487,305, for which ad valorem funds in the amount of \$162,435 are budgeted in FY09 and the remainder is subject to Governing Board approval of the FY10 and FY11 budgets.

This Board item impacts what areas of the District, both resource areas and geography:

This item impacts the entire District.

What concerns could this Board item raise?

These services are being procured using the GSA Schedule and were not competed; however, the GSA Schedule offers a 41% discount off of the list price.

Why should the Governing Board approve this item?

The current consultant has been at the District since January 2008 and is familiar with our vaulting environment and public records process. The consultant is also familiar with our legal team and litigation requirements at the District.

If you have any questions, please do not hesitate to call me at ext. 6351.

ST/sb