

September 13, 2013

TO: Gary R. Cavin, Director and CIO, Department of Technology

From: Mark Freeman, Assistant Director, Department of Technology *Mark Freeman*

SUBJECT: Award of SA005020 Information Archive System RFP

The Department of Technology (DoT) through utilization of a Request for Proposals, received six proposals in response to SA005020 for an enterprise information archive system. An evaluation committee of five Department of Technology employees scored all proposals, selected four finalists for additional discussions, rescored the finalist proposals, and is recommending that award be made to the highest scoring proposal submitted by Advizex Technologies, offering the EMC Source1 information archiving system.

As detailed in the RFP, the committee used the following criteria to score proposals:

1. Competence (up to 10 points): based on background and qualifications of vendor, and qualifications and experience of proposed staff.
2. Quality and Feasibility (up to 40 points): Overall benefit of proposed solution; Does the solution satisfy City requirements? Is the proposed project plan feasible?
3. Ability (up to 10 points): will proposed staff be available or will equivalent staff be made available to work on the City project? Is the vendor financially stable?
4. Past Performance (up to 15 points): proven ability to provide the proposed solution as demonstrated by experience of past customers.
5. Cost & Payment Terms (up to 25 points): Who has lowest estimated TCO? How reasonable are the estimates? How favorable are proposed payment terms (deliverables based better than time and materials)?

The committee scores are summarized in the following table:

Vendor							Total (100)
AdvizeX							78.6
SHI							70.0
MCPc Inc							60.4
KIZAN							52.0
Proofpoint							51.4
Ricoh USA							31.2

Please contact me with any questions or concerns.

CC: Gwen Akrobettoe, Assistant Director, Department of Technology

