



Midpeninsula Regional
Open Space District

R-20-121
Meeting 20-25
October 28, 2020

AGENDA ITEM 7

AGENDA ITEM

Award of a Three-Year Contract with Unitrends Inc., for Computer Server System Data Backup and Disaster Recovery Service

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to award a three-year service agreement with Unitrends Inc., via license service provider CDW-G procured through the Sourcewell cooperative purchasing agreement in an amount not-to-exceed \$120,000 for computer server data backup and disaster recovery service.

SUMMARY

The Midpeninsula Regional Open Space District's (District) current three-year Unitrends Inc., (Unitrends) service agreement expires December 2020. Renewing this agreement will maintain business continuity for the backup and cloud storage of files, enterprise systems, and database servers. In addition, the proposed contract includes a disaster recovery service in the event of a catastrophic breach or other major disruption. The General Manager recommends entering into a new three-year service agreement with Unitrends using the license service provider (software reseller) CDW-G procured through the Sourcewell cooperative purchasing agreement for an amount not to exceed \$120,000. There are sufficient funds in the Fiscal Year 2020-21 (FY21) budget to cover the first-year expenses. Funds would also be budgeted in FY22 and FY23.

DISCUSSION

In 2017, the District entered into a three-year contract with Unitrends in the amount of \$46,030.71 for an on-premises backup system and small-capacity cloud storage of digital files, enterprise systems, and database servers. While the current Unitrends system backs up data locally and stores a small portion offsite, the District is running out of space on locally stored backups and the system unfortunately does not provide the ability to run IT operations remotely in the event of a disaster or allow for the backup of cloud-hosted data. The current contract expires in December 2020 and the District has identified the need for a larger, more robust cloud-based disaster recovery system in the event of a cyber-attack or natural disaster.

Cyber-attacks on government agencies are becoming increasingly common and the District's 2015 Information Technology (IT) Master Plan recommends implementing a disaster recovery solution in the event that IT facilities sustain a major failure, catastrophic event or cybersecurity attack. A disaster recovery system would allow the District to maintain business functions if on-premises servers were destroyed by connecting to the Unitrends Cloud. This more robust system includes a four-fold (4x) expansion in cloud storage capacity, a larger capacity on-premises

backup appliance, the ability to backup multiple cloud-hosted services, and disaster recovery service. These additional elements are deemed critical in maintaining business continuity at a time when numerous natural, cyber, and technical disruptions exist and have been known to result in very high costs, loss of productivity, loss of irreplaceable records, damage to IT infrastructure, and other major issues. The additional proposed services and products account for an increase of \$73,970 in costs over a three-year period as compared to the prior three-year contract of \$46,030.71. See comparison below:

Proposed Contract Products	Proposed Contract Cost (3 Years)	Current Contract Products (3 Years)	Current Contract Cost
Larger Backup Appliance (40 Terabytes), Software, and Service Agreement	\$36,563.56	Backup Appliance (20 Terabytes), Software, and Service Agreement	\$34,472.87
Four-fold expansion of Unitrends off-site cloud storage (16 Terabytes) and Disaster Recovery.	\$46,643.84	Unitrends off-site cloud storage (4 Terabytes)	\$11,557.84
Ability to backup multiple cloud-hosted data (Microsoft)	\$11,811.60	----	N/A
Anticipated storage growth over three years (based on potential growth due to the implementation of the Electronic Document Management System, wildlife camera project, and future enterprise systems)	\$24,981.00	----	N/A
Total	\$120,000.00		\$46,030.71

The proposed new three-year agreement includes a computer backup appliance, software, professional services support, hosted cloud storage, and a disaster recovery service. Entering into this contract will allow the District to meet the IT Master Plan objectives and maintain business continuity in the face of a disaster.

Vendor Selection

Unitrends's all-in-one backup and disaster recovery system is uniquely suited to District needs. Many higher price competitors require the customer to purchase, implement, and manage their own virtual server infrastructure off-site in the cloud, this comes at additional cost and staff time. Unitrends offers an all-in-one service that greatly decreases staff time and costs. In addition, Unitrends is a veteran in backup and recovery software and they continue to provide high quality products with excellent customer service and exceptional security features. Over the last six years, staff have worked closely with Unitrends to successfully implement and configure the system and undergo necessary training to conduct backup and recoveries. District staff are well proficient with Unitrends backup and recovery system.

Unitrends products and services would be procured through the Sourcewell cooperative purchasing agreement. Participation in Sourcewell is available at no-cost, no obligation, and no liability to public agencies. Sourcewell conducts a rigorous vetting process that follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcewell saves purchasers money by offering better volume

pricing, reducing administrative time in soliciting bids, and combining the purchasing power of more than 50,000 organizations. Section IV.C of Board Purchasing Policy 3.03, *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy* provides that the District may "join in cooperative purchasing agreements with other public agencies (e.g., the State of California, counties, cities, schools, or other special districts) to purchase goods or services at a price established by that agency through a competitive bidding process."

FISCAL IMPACT

There are sufficient funds in the FY21 Information Systems and Technology department operating budget for the anticipated expenditures during this fiscal year. Future fiscal years will include sufficient budget to cover the remaining cost of this contract. The annual increase of \$5,000 per year reflects the anticipated storage growth needs over time. Below is a breakdown of the costs per fiscal year.

Fiscal Year	Cost
FY21	\$35,000
FY22	\$40,000
FY23	\$45,000
Total Cost	\$120,000

BOARD COMMITTEE REVIEW

A Board Committee did not previously review this item.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Upon Board approval, the General Manager will direct staff to enter into this three-year agreement with Unitrends Inc.

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