



Midpeninsula Regional
Open Space District

PROCUREMENT AGENDA ITEM

R-24-135
Meeting 24-29
November 13, 2024

AGENDA ITEM 5

AGENDA ITEM

Award of Contract for Computer Server System Data Backup and Disaster Recovery Service

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to award a three-year service contract with Unitrends Inc., via license service provider CDW-G procured through the Sourcewell cooperative purchasing agreement, in an amount not-to-exceed \$135,000 for computer server data backup and disaster recovery service.

DISCUSSION

The Midpeninsula Regional Open Space District's (District) current Unitrends Inc., service contract expires December 2024. Renewing this contract will maintain business continuity by providing a disaster recovery service in the event of a catastrophic breach or other major disruption. This will provide a cloud roll-over for enterprise systems, database servers, and Microsoft files. The proposed new three-year contract includes an upgraded on-premises computer backup appliance with additional security features, software, professional services support, hosted cloud storage, and a disaster recovery service.

BUDGET / FISCAL IMPACT

The current fiscal year budget contains:

- sufficient funds.
- insufficient funds; the next quarterly budget update will include a reallocation of unspent funds from other project budgets to cover for this expenditure.
- insufficient funds; approval of this item requires a fiscal year budget augmentation.
- future fiscal year budgets will include additional funds to complete the contracted work.

Measure AA

- No, this contract is not part of a Measure AA project.
- Yes, this contract is part of a Measure AA project.

PROCUREMENT PROCESS AND SELECTION

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." The pricing remains competitive and reflects a modest and reasonable increase from the 2020 levels to account for inflation. In 2020, the District entered into a similar three-year contract with the same vendor through a similar purchasing process for a not-to-exceed amount of \$120,000.

PRIOR BOARD ACTION SUPPORTING THE PROJECT

On October 28, 2020, the Board awarded a prior three-year contract for similar services, also through a cooperative purchasing agreement ([R-20-121](#)).

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

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 \$135,000 for computer server data backup and disaster recovery service.

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