

Request for Proposal  
Town of Clifton Park  
[mandrus@cliftonpark.org](mailto:mandrus@cliftonpark.org)

The Town of Clifton Park, a local municipality with approximately 100 full-time employees, seeks proposals for E-mail hosting, archiving, storage and administrative services. The final product will include integration of current disparate E-mail services under one provider and one platform, to optimize future communications, retrieval of past communications, and shared calendaring within local government.

The Town wishes to enter into a 5-year renewable arrangement with a private sector entity for the hosting of all Town E-mail, on a Microsoft Exchange, business class hosting system.

The current E-mail accounts are maintained by a vendor with offsite data center facilities providing administration services, hosted Microsoft Exchange E-mail, and POP3 accounts, virus protection and third-party spam protection services. Microsoft Exchange E-mail/Outlook features include calendaring for individuals and shared groups, Active Directory, Outlook Web access and Exchange ActiveSync (for some individuals).

The quantity of data currently archived is not known. Therefore, pricing should be quantifiable by the amount of data determined necessary to be transferred. (i.e. the cost per Gigabyte basis, or cost per user).

The services sought include assistance ensuring that all current data is archived with appropriate backups prior to migration and includes the transfer of archival data from the existing systems, maintaining current data and retaining archival data going forward, in a system with search, retention and traffic capabilities commensurate with current best practices. Also, the resulting system should maintain current e-mail addresses and user accounts and be able to add new addresses as needed and can maintain existing, or create new, shared calendars among users, provide virus and spam protections, Outlook Web Access and Exchange Active Sync.

Proposals to clean archived data for removal of duplicative records going forward will be considered. The ability to facilitate mass marketing of e-mails is not within the scope of this request for proposal.

Entities interested in responding to this Solicitation should e-mail their proposal to the Town no later than July 25<sup>th</sup>, 2018 at 3:00PM at

[mandrus@cliftonpark.org](mailto:mandrus@cliftonpark.org)

Questions concerning this request should be e-mailed to the same address by: July 18<sup>th</sup>, 2018. Responses will not be answered individually but will be posted on: <http://cliftonpark.org/government/requests-for-bids-and-proposals.html> on July 20<sup>th</sup>, 2018.