



Winnebago County - Purchasing Department

404 Elm Street Room 202

Rockford, Illinois 61101

(815)319-4380 Purchasing@purchasing.wincoil.gov

REQUEST FOR QUALIFICATIONS	25Q-2419	ISSUE DATE	6/6/25
RFQ TITLE	EMAIL ARCHIVING SOFTWARE		
RFQ DUE DATE	7/2/25	DUE TIME (CST)	11:00 A.M.
SUBMIT ONE ORIGINAL RESPONSE, ONE MEMORY STICK	BOND REQUIRED	NONE	

The County of Winnebago, Illinois, hereby solicits qualified and interested firms to submit proposals for **EMAIL ARCHIVING SOFTWARE** for the **WINNEBAGO COUNTY DEPARTMENT OF INFORMATION TECHNOLOGY- DoIT**.

Winnebago County requires an Email archive solution to reduce the storage required for email personal archive files and to comply with retention policies.

Proposer's proposals must be delivered by the date and time listed under Schedule of Events to:

Winnebago County Purchasing Department
404 Elm Street - Room 202
Rockford, IL 61101

OVERVIEW OF THE COUNTY OF WINNEBAGO:

The County of Winnebago is a unit of local government in the State of Illinois with a current population of almost 300,000 as estimated by the US Census Bureau, within its 519 square miles. It is the 7th most populous County in Illinois. The governing body is the County Board, which is comprised of twenty members. The County has eighteen (18) constructed facilities in various locations totaling approximately 1,684,230 SF.

GENERAL REQUIREMENTS

This is a Request for Qualifications. Proposals will be opened and evaluated in private and submittal information will be kept confidential until a final selection is made.

SUBMISSION DATE AND TIME

No later than **11:00 a.m. (CST)— Wednesday, July 2, 2025**. Proposals received after the submittal time will be rejected. (Refer to Schedule of Events)

CONTACT PERSON: Melinda Macias-Purchasing Specialist – purchasing@purchasing.wincoil.gov

SCHEDULE OF EVENTS

6/6/2025	RFQ Solicitation is made available
6/11/2025	Questions emailed to purchasing@purchasing.wincoil.gov by 12:00 p.m.
6/16/2025	Questions answered via Addendum sent and posted on website by 4:00 p.m.
7/2/2025	RFQ submittals due by 11:00 a.m.

SECTION ONE: INSTRUCTION TO PROPOSERS

1.1 INTRODUCTION/BACKGROUND

Winnebago County is seeking a firm to provide Email Archiving Software. Winnebago County requires an Email archive solution to reduce the storage required for email personal archive files and to comply with retention policies.

1.2 COPIES OF RFQ DOCUMENTS

- A. Only complete sets of RFQ solicitation documents should be used for preparing proposals. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.
- B. Complete sets of RFQ documents must be obtained on the County's website.
- C. Submitted Proposals must include all forms and requirements as called for in the Request for Qualifications. Failure to include all necessary forms and licenses will result in a non-responsive proposal.

1.3 EXAMINATION OF RFQ DOCUMENTS

- A. Each Proposer shall carefully examine the RFQ and other documents, and inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the proposal. Ignorance on the part of the Proposer shall in no way relieve him/her of the obligations and responsibilities assumed under the proposal.
- B. Should a Proposer find discrepancies or ambiguities in, or omissions from, the specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the County by email at purchasing@purchasing.wincoil.gov by the **Schedule of Events deadline**.

1.4 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any Proposer as to the meaning of the documents. Any inquiries or requests for interpretation must be received **in writing by the date specified, in the Schedule of Events**, emailed to purchasing@purchasing.wincoil.gov.

All such changes or interpretation will be made in writing in the form of an addendum and, if issued, shall be posted on the County's website no later than five (5) business days prior to the established Proposal due date. It shall be the Proposer's sole responsibility thereafter to find and download the addendum.

Each Proposer MUST acknowledge receipt of such addenda on the Proposal Signature Form. All addenda are a part of the documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before proposals are opened.

1.5 GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner affect the work. Knowledge of occupational license requirements and obtaining such licenses for Winnebago County and municipalities within Winnebago County are the responsibility of the Proposer.

1.6 HOLD HARMLESS CLAUSE

The Proposer covenants and agrees to indemnify, hold harmless and defend Winnebago County, its Board members, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by County, and any other losses, damages, and expenses of any kind, including attorneys' fees, costs and expenses, which arise out of, in connection with, or by reason of services provided by the Proposer or any of its Sub-consultant(s) in any tier, occasioned by the negligence, recklessness, or intentionally wrongful conduct of the Proposer, or its Sub-consultant(s) in any tier, their officers, employees, servants or agents. In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall indemnify the County from any and all increased expenses resulting from such delay. Should any claims be asserted against the County by virtue of any deficiency or ambiguity in the plans and specifications provided by the Proposer, the Proposer agrees and warrants that Proposer shall hold the County harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the County's behalf.

1.7 PREPARATION OF PROPOSALS

Signature of the Proposer: The Proposer must sign the proposal forms in the space provided for the signature. If the Proposer is an individual, the words "Doing Business As", or "Sole Owner" must appear beneath such signature. In the case of a Partnership, the signature of at least one of the partners must follow the firm name and the words "Member of the Firm" should be written beneath such signature. If the Proposer is a limited liability company, the title of person signing the Proposal on behalf of the limited liability company must be stated and evidence of his authority to sign the Proposal must be submitted.

1.8 SUBMISSION OF PROPOSALS

- A. Proposals shall be submitted to Winnebago County at the designated location not later than the time and date for receipt of proposals indicated in the RFQ solicitation, or any extension thereof made by Addendum. Winnebago County's representative authorized to open the proposals will decide when the specified time has arrived and no Proposals received thereafter will be considered. Proposals received after the time and date for receipt of Proposals will be returned unopened.
- B. Winnebago County Purchasing Department receives proposals by paper only. Please DO NOT email or fax proposals.
- C. Each Proposer shall submit with his Proposal the required evidence of his qualifications and experience.

1.9 REQUIRED COUNTY FORMS

Proposer shall complete and execute the forms specified in the RFQ (Proposal Signature Form and Business References); failure to provide executed documents may result in Proposer being determined to be not fully responsive to the RFQ.

1.10 MODIFICATION OF PROPOSALS

Written modification will be accepted from firms if addressed to the entity and address indicated in the Request for Qualifications and received prior to Proposal due date and time. Prior to the time and date designated for receipt of Proposals, any Proposal submitted may be modified by delivery to the County Purchasing Department of a complete Proposal as modified. All emails shall be marked "Modified Proposal" delivery shall comply with requirements for the original proposal.

1.11 RESPONSIBILITY FOR PROPOSAL

The Proposer is solely responsible for all costs of preparing and submitting the proposal, regardless of whether a contract award is made by the County. *Unless otherwise specified by the Proposer, the County has no less than one hundred twenty (120) day to make a final selection.*

1.12 RECEIPT AND OPENING OF PROPOSALS

The properly identified Proposals received on time will be opened by the County Purchasing Department. Any Proposal not received by the Purchasing Department on or before the deadline for receipt of proposals designated in the solicitation or Addendum(s) will not be opened.

1.13 NEGOTIATIONS

The County may elect to negotiate a contract with the highest qualified firm(s) at compensation and for a term that the County determines in writing to be fair and reasonable. In making this decision, the County shall take into account the estimated value, scope and complexity and firm's nature of the services to be rendered. Also, consider how much subcontract the firm(s) will need to use for a project.

If the County is unable to negotiate a satisfactory contract with any of the top selected firms, the County may re-advertise the project.

1.14 AWARD OF CONTRACT

- A. The County reserves the right to waive any informality in any proposal, or to readvertise for all or part of the work contemplated. If proposals are found to be acceptable, written notice will be given to the selected Proposer of the award of the contract. The County reserves the right to reject any and all proposals.
- B. If the award of a contract is annulled, the County may award the contract to another Proposer(s), or the work may be re-advertised or may be performed by other qualified personnel as the County decides.
- C. A contract will be awarded to the Proposer(s) deemed to provide the services which are in the best interest of the County. We may elect to award multiple vendors for this professional service.

The County also reserves the right to reject the proposal of a Proposer who has previously failed to perform properly or to complete contracts of a similar nature on time.

END OF SECTION ONE

SECTION TWO: INSURANCE REQUIREMENTS

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
Workers Compensation	Statutory
Employers Liability A. Each Accident B. Each Employee-disease C. Policy Aggregate-disease	 \$1,000,000 \$1,000,000 \$1,000,000
Commercial General Liability A. Per Occurrence B. General Aggregate 1. General Aggregate- Per project 2. General Aggregate - Products/ Completed Operations	 \$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000
Business Auto Liability	\$2,000,000
General Umbrella Excess Liability	\$5,000,000
Professional Errors and Omissions	\$2,000,000

CERTIFICATE OF INSURANCE AND INSURANCE REQUIREMENTS

The Proposer shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to Winnebago County within fifteen (15) days after award of contract or acceptance of the proposal, with Winnebago County listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Proposer/Proposer. Policies shall be written by companies licensed to do business in the State of Illinois and having an agent for service of process in the State of Illinois. Companies shall have an A.M. Best rating of VI or better.

The County shall be named as an Additional Insured on the General Liability and Vehicle Liability policies.

CHANGES IN INSURANCE COVERAGE:

The Proposer will immediately notify the Winnebago County Purchasing Department if any insurance has been cancelled, materially changed, or renewal has been refused and the Proposer shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits.

If suspension of work should occur due to insurance requirements, upon verification by the County of required insurance, the County will notify Proposer when they can proceed with work.

Failure to provide and maintain required insurance coverage(s) and limits could result in immediate cancellation of the Contract and the Proposer shall accept and bear all costs that may result due to the Proposer's failure to provide and maintain the required insurance.

END OF SECTION TWO: INSURANCE REQUIREMENTS

SECTION THREE: SCOPE OF WORK

Winnebago County Email Archiving Software Requirements

Winnebago County requires an Email archive solution to reduce the storage required for email personal archive files and to comply with retention policies. The following are the technical requirements for a Winnebago County email archiving solution:

- The solution shall be web based allowing for end user access and administration through a web browser.
- Solution must be compatible with Exchange 2019 and Exchange Online.
- Solution shall not require third party database (SQL Server, Oracle) to support indexing and searching of the archive. All data management shall be embedded in the product.
- Solution shall not require specialized backup agents to backup or restore the archive for disaster recovery purposes.
- The solution shall be an appliance allowing for on-site location of archived emails.
- The solution shall offer an option for redundant physical and/or virtual appliance(s) to operate in a virtual environment on VMWare.
- The virtual appliance shall be storage agnostic; it shall not be optimized for one particular storage platform
- The vendor shall offer technical support for after installation issues.
- The solution shall support the following features:
 - Archive of all incoming and/or outgoing email in conjunction with Exchange Journaling.
 - Archived mail metadata (sender, recipient, date, and subject) shall be secured from alteration.
 - Software shall support role-based access to archived email i.e. search access granted to records professionals, attorneys, etc. without ability to alter archive folder structure, retention policies or manipulate archived email.
 - Support establishment of “Legal Hold” on specific emails, repositories, files or folders.
 - Indexing, search and retrieval of archived email with full audit trails i.e. identification of unauthorized searches in an unalterable audit log.
 - Enforce agency email control, archive retention, compliance and retrieval requirements.
 - User level search and retrieval of their own archived email messages.
 - Allow for delegated access to other users’ mailboxes.
 - Archived email accessible remotely to support traveling and/or remote workers.
 - Robust and advanced administrator and end user search capability including but not limited to Boolean and proximity search techniques.
 - Tagging of items for faster, more efficient searches.
 - Allow exporting of items: individually, group, by tag, etc.
 - Allow redactions within the software.
 - Support scheduled and reoccurring searches.
 - All end user enabled searching and browsing may also be performed from within the Outlook client.

- Capability to unarchive email in the event that Winnebago County decides to switch to a different solution.
- Backup of archived email data to an external storage location.
- Indexing of attachments and their content.

Proposer's submissions to include:

1. COMPANY INFORMATION AND EXPERIENCE

Company Overview:

Provide a brief description of your company, including its history, mission, and core values.

Years in Business:

Indicate how long your company has been operating in the IT sector.

Company Strategy and Vision:

Describe your company's strategy for the future and how it aligns with email archiving needs.

Relevant Experience:

Highlight your experience in email archiving, data management, and IT infrastructure.

Contact Information:

Provide the name, title, and contact details of the primary contact person for the RFQ.

2. EMAIL ARCHIVING SOLUTION DETAILS

Solution Overview:

Describe your email archiving solution, including its features, functionality, and how it addresses email archiving needs.

Technical Specifications:

Provide details on the solution's technology, including storage methods, search capabilities, and integration with existing systems.

Compliance and Security:

Outline your solution's compliance with relevant industry standards (e.g., GDPR, HIPAA) and its security features.

Data Retention Policies:

Describe your solution's ability to manage email retention policies and ensure data integrity.

Integration Capabilities:

Specify how your solution integrates with email servers, messaging platforms, and other business systems.

Deployment Options:

Outline your solution's deployment options (e.g., on-premises, cloud-based, hybrid).

3. EXPERTISE AND RESOURCES

Technical Expertise:

Describe your technical team's expertise in email archiving, data management, and related areas.

Project Management:

Provide details on your project management approach, including project planning, execution, and communication.

Support and Training:

Outline your support and training services, including post-implementation support, ongoing maintenance, and training for end-users.

4. REFERENCES AND CASE STUDIES

Client References: Provide a list of clients who have used your email archiving solution and their contact information.

Case Studies: Present case studies that demonstrate your solution's effectiveness and its ability to meet specific customer needs.

Testimonials: Include any testimonials from satisfied clients.

5. PRICING

Pricing Model: Describe your pricing model, including costs associated with the solution, implementation, support, and maintenance.

6. ADDITIONAL QUALIFICATIONS

Compliance Experience:

Highlight your experience in meeting compliance requirements, such as GDPR, HIPAA, and SOX.

Disaster Recovery and Business Continuity:

Explain how your solution supports disaster recovery and business continuity planning.

Search and Discovery Capabilities:

Describe your solution's ability to facilitate efficient search and discovery of archived emails.

Data Management Capabilities:

Outline your solution's ability to manage email data, including archiving, retention, and disposition.

EVALUATION CRITERIA

Proposals will be evaluated by an evaluation committee who shall review, evaluate, and verify information submitted by Proposer. All proposals will be evaluated and scored according to the following Evaluation Criteria. It is the intent of the County to conduct a fair and comprehensive evaluation of all proposals received. The contract for this RFP will be awarded to the Proposer who submitted a proposal that is most advantageous to the County.

The evaluation committee will recommend an award, to the Winnebago County Board, for the highest scoring proposal. The Winnebago County Board will make the final decision as to award of a contract/agreement.

The County reserves the right to reject any and all proposals and to waive technical errors and irregularities as may be deemed best for the interests of the County. Proposals that contain modifications, are incomplete, unbalanced, conditional, obscure, or that contain additions not requested may be rejected at the option of the County.

	RFQ Evaluation Criteria	100%
1	Completeness of Response <i>All instructions followed.</i> <i>Submission included all requested information.</i>	20%
2	Qualifications & Expertise	30%
3	Relevant Project Experience & Innovation	30%
4	Business References	20%

END OF SECTION THREE: SCOPE OF WORK

SECTION FOUR: PROPOSAL SIGNATURE FORM

Name of Proposer			
Contact Person			
Address			
City, State, ZIP			
Telephone		FEIN No.	
Email(s)			

TO: Winnebago County Purchasing Department

The undersigned, being duly sworn, certifies they are an:

☐ OWNER/SOLE
PROPRIETOR

☐ MEMBER OF
PARTNERSHIP

☐ AN OFFICER OF
CORPORATION

☐ MEMBER OF JOINT
VENTURE

Further, as the Proposer, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that he/she has fully examined the proposed forms of agreement and the scope of services or work specifications for the above designated service, and all other documents referred to or mentioned in the solicitation documents, specifications and attached exhibits, including Addenda.

(Proposer, must list below any and all Addenda on red lines)

No(s): _____ and _____ and _____ issued thereto;

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate. The Affiant deposes and says that he/she has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

Further, the Proposer certifies that he/she has provided equipment; supplies or services comparable to the items specified in this solicitation to the parties listed in the Business Reference Form and authorizes the County to verify references of business and credit at its option. Finally, the Proposer, if awarded a contract, agrees to do all other things required by the solicitation documents, and that he/she will take in full payment therefore the sums set forth in any resulting contract award.

SIGNATURE OF PROPOSER

SIGNATURE _____

Name and Title of Signer _____

Dated this _____ **day of** _____ **2025**

AUTHORIZED VENDOR NEGOTIATOR

Name and Title _____

Phone and Email _____

END OF SECTION FOUR: PROPOSAL SIGNATURE FORM

BUSINESS REFERENCES

The RFQ Proposer must list references for the last three (3) completed projects, listing company, name, address, contact person, telephone number and date of completion. If the Proposer is a new business, provide references that will enable the County to determine if Proposer is responsible.

NAME	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

NAME	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

NAME	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

NUMBER OF YEARS IN BUSINESS	
NUMBER of PERSONNEL ON STAFF	

RETURN PROPOSAL LABEL

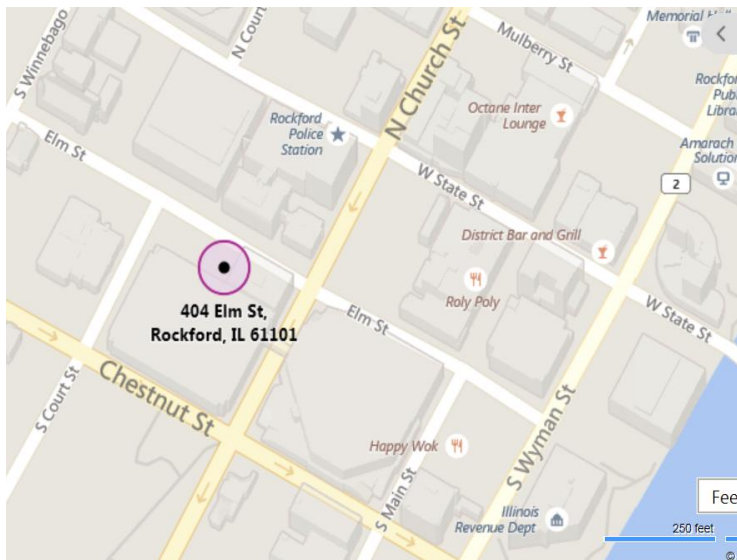


The County of Winnebago, Illinois will receive sealed Proposals at:

**WINNEBAGO COUNTY
PURCHASING DEPARTMENT
404 ELM STREET, ROOM 202
ROCKFORD, ILLINOIS 61101**

All Proposals must be enclosed in sealed envelopes marked:

**“EMAIL ARCHIVER
SOFTWARE”**



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



PROPOSAL# 25Q-2419	WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, ILLINOIS 61101
PURCHASING SPECIALIST: MELINDA MACIAS	
PROPOSAL NAME: EMAIL ARCHIVER SOFTWARE	
PROPOSAL DUE DATE/TIME: July 2, 2025 - 11:00 AM	