



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Richard AI, Manager of Employee and Business Services  
**DATE:** 19/09/2016  
**SUBJECT:** Data Backup and Disaster Recovery Solution Purchase  
**ATTACHMENTS:** N/A

---

### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the Manager of Employee and Business Services report on the budgeted purchase of a Data Backup and Disaster Recovery solution;

AND FURTHER THAT Council authorizes staff to purchase one (1) primary server unit and one (1) secondary server unit from vendor Compugen Inc. for a combined cost of \$10,773.27 plus applicable taxes, in accordance with Ontario Broader Public Sector Vendor of Record established pricing for x86 server equipment;

AND FURTHER THAT Council authorizes staff to purchase appropriate Commvault Data Backup and Disaster Recovery software, licensing and training credits from vendor Compugen Inc. being the lowest received quotation, at a cost of \$25,800.85 plus applicable taxes for the initial implementation;

AND FURTHER THAT Council authorizes the inclusion of ongoing maintenance and support fees for Commvault at a cost of approximately \$3,062.41 per year, in the 2017 and subsequent budgets.

### **EXECUTIVE SUMMARY**

On May 2<sup>nd</sup> Council passed the 2016 Budget which included funds for the procurement of a Data Backup and Disaster Recovery (DR) solution to protect the Township of North Huron's electronic data.

### **DISCUSSION**

Current backup processes consist of tape drives installed in a number of Township servers at various locations to which data is backed-up. These processes have been sufficient in the past however as data storage requirements increase, the storage capacity of the tape media in use has become inadequate. Larger tape backup devices are available although the cost to implement the number of higher capacity drives required would be comparable to a more advanced solution such as that offered by Commvault. In addition, the current tape backup processes are manual and rely on a staff member in each location to change a tape every day, if circumstances are such that a staff member fails to change the tape each day the potential for data loss increases.

An advanced data backup solution such as Commvault also enhances our ability to maintain and control the growing repositories of municipal data. Utilizing the Commvault Endpoint Backup component would facilitate the backup of data stored locally on client systems which would be

beneficial for our mobile staff working from laptops who do not always connect to the municipal network to enable synchronization of local data to a server for backup.

The proposed data backup and disaster recovery solution consists of two distinct components, the first component being the hardware required to support the system. The proposed solution requires a primary backup server to be located in the Town Hall which will function as the primary backup repository. A secondary backup server will be located at another location such as the North Huron Westcast Community Complex and act as an offsite replicated copy of the data. This approach promotes business continuity by providing a means of recovering critical data if a single location becomes compromised by the forces of nature or otherwise.

The second component of this solution is the software, licensing and training credits required to support the backup of servers and client systems, deduplication of data, and replication to the secondary DR site. Staff attended various seminars from data backup vendors and found the Commvault solution to be the most appropriate for the Township of North Huron's requirements. Commvault is the preferred solution used by many medium to large municipalities in Canada but the software also scales well to smaller environments, offering large enterprise functionality at a price affordable to smaller organizations. Commvault software is provided by a network of registered partners authorized to resell the various components and as such the selection of vendors is limited to established Commvault Partners. The Township of North Huron has pre-established accounts with two of the authorized resellers, CDW and Compugen, thus both vendors were approached for pricing on the software, licensing and training credits.

A pricing comparison between both vendors can be found in the table under Financial Impact.

### **FINANCIAL IMPACT**

The following table denotes pricing for the recommended Commvault Data Backup and Disaster Recovery solution components:

Vendor	Quantity	Unit Price	Extended Price
CDW			
Commvault Operational Intelligence Foundation Package	1	\$3,240.10	\$3,240.10
Data Protection Advanced (DPA) for TB Based Commcell	2	\$5,799.00	\$11,598.00
Commvault Simpana Endpoint Backup, Restore and DLP	40	\$121.55	\$4,862.00
Maintenance and Support Subscription 1 Year	1	\$4,411.77	\$4,411.77
Training credits	20	\$294.23	\$5,884.60
Total Investment			\$30,446.70
Compugen			
Commvault Operational Intelligence Foundation Package	1	\$3,194.44	\$3,194.44
Data Protection Advanced (DPA) for TB Based Commcell	2	\$5,558.11	\$11,116.22
Commvault Simpana Endpoint Backup, Restore and DLP	40	\$86.67	\$3,466.67
Maintenance and Support Subscription 1 Year	1	\$3,062.41	\$3,062.41
Training credits	20	\$248.06	\$4,961.11
Total Investment			\$25,800.85

The cost of this purchase was fully allocated under the Administration department in the 2016 Budget however a significant benefit will be realized throughout all municipal departments. Through discussions with the Director of Finance the expectation will be to calculate, based upon utilization, a portion of the initial investment as well as ongoing maintenance and support expenses to be allocated to each department during the 2017 Budget process.

#### **FUTURE CONSIDERATIONS**

Commvault offers a highly advanced solution and continuously releases product updates including security fixes and software enhancements. To receive these updates a yearly subscription to Commvault maintenance and support is required. The recommended resolution includes authorization for staff to continue the maintenance and support subscription beyond the initial first year of service in order to remain current with new releases.

As a further consideration, the North Huron and Morris-Turnberry Shared Services project has the required network infrastructure in place to connect various network components between both organizations. This arrangement could potentially be extended to enable the sharing of North Huron's data backup and disaster recovery solution with Morris-Turnberry. This would not only enhance Morris-Turnberry's current backup processes but would also provide them with an enterprise offsite disaster recovery solution. If the desire exists to extend this service to Morris-Turnberry the costs could be calculated according to usage and shared between both organizations.

#### **RELATIONSHIP TO STRATEGIC PLAN**

**Goal #4** – Our administration is fiscally responsible and strives for operational excellence.



---

Richard Al, Manager of Employee and Business Services



---

Kathy Adams, Director of Corporate Services/Clerk



---

Sharon Chambers, CAO