



October 3, 2005

**University of Maryland  
Request for Information (RFI)  
for  
An Office Productivity Tool  
to  
Include Electronic Messaging and Calendaring  
and Other Collaborative Tools**

The University of Maryland plans to undertake a Request for Proposals (RFP) process to acquire an office productivity tool to include electronic messaging, calendaring and other collaborative tools for use on the campus network.

This Request for Information (RFI) is to gather information about various potential solutions. This information is necessary for the preparation of the RFP which the University of Maryland plans to issue in the future. Results of information gained from this RFI will be considered as the University of Maryland writes the RFP.

Your response to this RFI does not provide any preference over other firms or that specific information about your proposed solution will be used. By the same token, a response to this RFI will not prohibit you from receiving or responding to the RFP when/if it is issued.

It would be most helpful if responses to this RFI are received back in this office by October 28, 2005. Responses may be returned to the:

University of Maryland  
Office of Information Technology  
Computer and Space Sciences Building #224  
Room 1313, Attn.: Ms. Laura Davison.  
College Park, Md. 20742

Phone: 301 405-4603

They may be hand carried, delivered by USPS or other shipper. Responses should be clearly labeled as “RFI for Office Productivity Tool”.

The University of Maryland is interested in providing our faculty and staff with an integrated suite of electronic tools that would enhance collaboration, communication and office productivity to further the instructional and research mission of the institution. This Request for Information (RFI) is to help us determine the variety of products and technologies available in the marketplace that could meet this requirement. Some of the areas we are looking to satisfy include:

- messaging and communication through tools such as e-mail, instant messaging, voice over IP integration, mailing list management;
- time management/scheduling needs through tools such as calendaring, task lists;
- automated archiving;
- enhanced collaboration through shared folders/files, online meeting tools, shared desktops, Blogs, Wikis;
- tools for integrating with external data sources.

We are looking for a solution which is easy-to-use and provides:

- junk mail management;
- mobile access/support for wireless devices;
- a web interface;
- compatibility with multiple O/S platforms (Windows, Unix, Macintosh)
- IMAP and POP compatibility.

Security is of the utmost importance. Virus protection, data encryption, ease of backup and recovery, and other tools that rigorously protect data are integral to our strategy. We are interested in a design that factors in high availability, system redundancy and disaster recovery.

The product or set of products offered may go beyond the broad areas listed above. The University is interested in all features which are presented as a part of an integrated suite of products designed to enhance office productivity.

It is the University of Maryland's intent to use the RFI responses to gain a broader understanding of what is available to assist us in developing an effective strategy and architecture for electronic collaboration. It is important that any product suite be simple to implement, scalable, easy and cost-effective to support. We are looking for a comprehensive architecture with a reasonable total cost of ownership. This RFI will help the University determine the feasibility of issuing a Request for Proposal (RFP) for a solution to meet these needs.

The University may present respondents with the opportunity of demonstrating their product set. If you are interested in presenting, please indicate this in a cover letter to Ms. Laura Davison (see address above). Using the contact information supplied in your response, the University will schedule time for the demonstration.