

MOTION NO. M2014-05

**Contract Amendment for Offsite Storage Services**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	03/06/2014	Final Action	Brian McCartan, Executive Director of Finance and IT <b>Karen Hughes, Records Manager</b>	206-398-5100 206-903-7468

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with Access Information Protected, the successor in interest to DataSite Northwest, Inc. to provide offsite storage services in the amount of \$300,000, for a new total authorized contract amount not to exceed \$495,000.

KEY FEATURES SUMMARY

- The contract amendment with Access Information Protected will allow the contractor to continue providing the following:
  - Offsite storage for Sound Transit's current and future storage holdings of around 10,000 boxes of physical records including paper, video tapes, and CDs and weekly back-up tapes for the restoration of electronic system data;
  - Retrieval services including transportation and handling fees for the movement of items to offsite storage;
  - Destruction and shredding services for physical items when approved;
  - Back-up storage and weekly rotation of electronic system data tapes; and
  - Bid escrow services
- The original contract was executed under the CEO's authority for a five year term with five one-year options to extend, but did not fund the five one-year options. This contract amendment will provide \$40,000 to fund the final six months of the original five-year contract term and \$260,000 to fund the five one-year extensions.
- The amount needed to complete the original five-year contract term is due to actual contract growth exceeding expectations. The original estimate for the five-year contract term was based on actual storage usage in 2008 and did not fund a portion of the contract scope. The unfunded areas include retrieval services (including transportation and handling), destruction/shredding services, back-up tape storage and rotation, bid escrow services, and the purchase of empty boxes.
- The requested amount is based on actual usage for the last three years of the contract and is sufficient to cover annual growth in the contract and all services included in the contract scope.

BACKGROUND

Sound Transit has used off-site storage services since 1998 to meet the agency's business requirements. Sound Transit's current storage holdings include around 10,000 boxes of physical records and back-up tape storage of Sound Transit's electronic records. Offsite storage is used to free up higher cost office space for active records and facilitates essential records preservation. Items sent to storage are used less frequently but still have business value and must be retained to meet business, financial and legal requirements.

Sound Transit records are transferred to offsite storage when they are no longer being actively used by the agency and when projects are completed and transferred into operations. Sound

Transit is also working to increase the use of electronic records to reduce the volume of records being moved to offsite storage.

In 2009, DataSite Northwest, Inc. was awarded the Off-Site Records Storage Services contract through a full and open competitive procurement process. The contract was executed in August, 2009 for a term of five years with five one-year options to extend. On January 10, 2014, DataSite Northwest, Inc., was acquired by Access Information Protected, the largest privately owned records and information management company in the nation. There has been no change in service to the contract as a result of this acquisition.

A comprehensive Records Management program was established in November, 2011 to ensure Sound Transit’s staff has the ability to maintain records consistently throughout the agency. Offsite storage is one of the services areas the Records and Information Management program manages. The RIM program initiated projects throughout the agency to develop and implement strong recordkeeping practices including assessments, enhancements, and solutions to integrate RIM best practices into daily business processes for both physical and electronic records.

The program complies with RCW 40.14 and provides Sound Transit with the ability to search, locate, and maintain records in a timely manner. The program assists with lifecycle management to move records from active use, to inactive storage and ultimately disposition to manage records in a cost effective manner. Offsite storage also allows for management of essential records by moving some records classified as essential to remote storage at a reasonable distance to facilitate potential disaster recovery objectives.

**FISCAL IMPACT**

The proposed action will be funded from the Finance and Information Technology (FIT) services budget. In 2014, the total FIT services budget is \$8,252,709. Within that amount, \$55,000 is allocated to the Access Information Protected contract. This amount is sufficient to cover estimated costs for 2014. Spending for the future years during the lifetime of the contract will be included in future annual budgeting processes.

	Proposed 2014 Budget	Spent to date in 2014	Contract Expenditures 2014	Remaining 2014 Budget
<b>Current Year Budget</b>				
<b>Finance and Information Technology Services</b>				-
<b>Services Total</b>	8,252	310	50	7,892
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Spending Plan	Prior Year(s) Spending	2014 Spending	Future Expenditures	Total
<b>Access Information Protected</b>	182	50	263	495

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
<b>Access Information Protected</b>	195	182	300	495
<b>Total</b>	195	182	300	495
<b>Percent Contingency</b>			-	

**Notes:**

Budget for this item is located on page 82 of the Proposed 2014 Budget, under the Services category. Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru January 29, 2014.

## SMALL BUSINESS PARTICIPATION

There are no subcontracting opportunities within this procurement. Consequently there are no goals for Small/DBE firm participation.

## EQUAL EMPLOYMENT WORKFORCE PROFILE

511 employees; 27% women; 37% minorities.

## PUBLIC INVOLVEMENT

Not applicable to this action.

## TIME CONSTRAINTS

A one month delay in this action to provide additional funding would result in Sound Transit exceeding the amount authorized in the contract. Because there are ongoing storage costs and fees for the removal of current storage holdings, it is not possible to discontinue services with Access Information Protected without exceeding the amount currently authorized for the contract.

## ENVIRONMENTAL REVIEW

JI 1/24/2014

## LEGAL REVIEW

JW 1/31/2014

## **MOTION NO. M2014-05**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with Access Information Protected, the successor in interest to DataSite Northwest, Inc. to provide offsite storage services in the amount of \$300,000, for a new total authorized contract amount not to exceed \$495,000.

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**MOTION:**

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract amendment with Access Information Protected, the successor in interest to DataSite Northwest, Inc. to provide offsite storage services in the amount of \$300,000, for a new total authorized contract amount not to exceed \$495,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 6, 2014.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator