MEMO FOR THE PROCUREMENT FILE

DATE: March 16, 2018

SUBJECT: Proprietary Justification for Iron Mountain Records Storage, Retrieval Facility

The Texas Workforce Commission (TWC) identifies this procurement to be proprietary. In accordance with Section 2155.067, Title 10, Subtitle D of the Texas Government Code, TWC offers the following justification.

TWC has been in contract with the vendor, Iron Mountain, for several years now which provides TWC a secured and environmentally controlled off-site records storage facility. TWC can quickly locate and retrieve our information as needed. The previous Texas Smart Buy Contract 962-M4 with Iron Mountain expired on January 29, 2018 and TWC currently has 15,000 boxes of files stored at different Iron Mountain locations throughout the state of Texas and Oklahoma. TWC was unable to move all the files stored by Iron Mountain before the contract expired, and need to continue paying for storage since TWC must have access to all the files at any given time.

In the meantime, and with no current contract in place that would deliver these services, the Comptroller of Public Accounts recommends that TWC complete a separate Purchase Order to cover Iron Mountain's fees until all boxes can be shipped to the Texas State Library and Archives Commission (TSLAC) in Austin, Texas. The new PO would cover the period of February 1, 2018 to August 31, 2018.

This procurement is proprietary to Iron Mountain because they are the vendor who currently has our box files and TWC needs to continue paying them for storage until we can relocate them to TSLAC.

Edward Serna
Deputy Executive Director