



DOCUMENT AND INFORMATION LIFECYCLE SERVICES  
Executive Summary

**Lead Agency:** Port of Portland

**Solicitation:** 2020-9068

**RFP Issued:** July 30, 2020

**Pre-Proposal Date:** August 17, 2020

**Response Due Date:** September 3, 2020

**Proposals Received:** # 2

**Awarded to:**

The Port of Portland issued RFP 2020-9068 on July 30, 2020, to establish a national cooperative contract for Document and Information Lifecycle Services.

The solicitation included cooperative purchasing language in Sections I. Overview, National Contract (RFP Page2):

*The Port of Portland, as the Principal Procurement Agency, defined in ATTACHMENT A, has partnered with OMNIA Partners, Public Sector (“OMNIA Partners”) to make the resultant contract (also known as the “Master Agreement” in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through OMNIA Partners’ cooperative purchasing program. The Port of Portland is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a “Participating Public Agency”) and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of a Master Intergovernmental Cooperative Purchasing Agreement, a form of which is attached hereto on ATTACHMENT A, or as otherwise agreed to. ATTACHMENT A contains additional information about OMNIA Partners and the cooperative purchasing program.*

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Port of Portland website
- PlanetBids website
- OMNIA Partners website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ

- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- South Carolina website/newsletter (get from Chris White)
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA
- Helena Independent Record, MT
- Kennebec ME Journal

On September 3, 2020 proposals were received from the following offerors:

- Dry Fly Enterprises
- Iron Mountain Information Management, LLC

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with Iron Mountain Information Management, LLC and proceeding with contract award upon successful completion of negotiations.

The Port of Portland, OMNIA Partners and Iron Mountain Information Management, LLC successfully negotiated a contract, and the Port of Portland executed the agreement with a contract effective date of January 22, 2021.

Contract includes: Records Management Services, Data Management Services, Document Conversion and Image on Demand Services, Secure Shred Services, Secure IT Asset Disposition Services, Consulting Services, Pathology Services, Data Restoration Services, Data Center Colocation Services, Policy Center and Global Research Service, Insight Services, and Hyland Hosted Solution Services.

Term:

Initial three-year agreement from January 22, 2021 through January 2, 2024 with the option to renew for two (2) additional one-year periods through January 22, 2026.