

## State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		DAFS/OIT/ Backup/Restore Services		
Department Contract Administrator or Grant Coordinator:		Peter Bouchard or Dawinna Pease		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$0.00, Based on Usage	Advantage CT / RQS #:	MA 18P 160425*168	
CONTRACT	Proposed Start Date:	7/1/2020	Proposed End Date:	6/30/2022
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Iron Mountain Inc. 1101 Enterprise Drive Royersford, PA 19468		
Brief Description of Goods/Services/Grant:		Off-site Electronic Media Secure Storage and Transport Services		

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

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### PART III: SUPPLEMENTAL INFORMATION

MA 18P 160425\*168, ends 6-30-2020

- Contract is 2-1-2015 to 6-30-2018, extended to 6-30-2020 per RFP 201405744 renewal terms. Iron Mountain Information Management, 26A Parkway Dr, Scarborough ME, competitively awarded service.
- Three major categories of backup media
  - Daily, weekly, monthly rotation
  - Litigation hold (no additional tapes being created since Office 365/2016)
  - Oracle

The State of Maine uses CommVault software to backup and encrypt files, restore files, track tape production date(s), contents and location. CommVault electronic reports and file exchange used for tape deposit/pick-up and withdrawal/return.

Off-site computer backup tape storage in a secure, climate controlled, monitored area for data security and disaster recovery purposes. Media needs to be off-site but close to data center tape drives used for restores in Augusta. Includes courier service (regular priority and emergency service) to pick-up and deliver tapes as required for data restoration.

#### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

- Annual spend is approximately \$80,000.00/year. Spend was stable but is declining. OIT approximately 72k; BMV 8k.
- Iron Mountain is the only CommVault location in Maine. OIT work processes are built around electronic data exchange with a vendor using CommVault data exchange standards and reports.
- OIT is very actively moving to different technology, Cohesity, with compression and cloud storage for files. A review of litigation hold is also underway.
- Dying technology – It's physical, management intensive and slower.
  - 17,220 tapes Oct. 2019
  - 17,340 Jan. 2020
  - 16,320 Mar. 2020 (Cohesity and litigation hold reduction beginning)
  - 13,830 April 2020
- If a vendor change occurred OIT would have to change processes, setting back the Cohesity conversion project. The vendor would have to pick up media, move inventory and re-address/label, not a small job. All non-value-added work.

Conclusion – Given the move to a different/cloud technology, associated decrease in service usage/spend, and disruption of focus on implementation of the Cohesity software caused by an RFP, a two-year contract extension is proposed. Minimal tape volumes are anticipated for year-2.

#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

OIT has not finalized rates with Iron Mountain at this time. Rate changes are not anticipated. Cost/spend is declining as tape volumes decrease.



#### 4. Describe the plan for future competition for the goods or services.

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### PART III: SUPPLEMENTAL INFORMATION

Over the duration of the agreement storage volumes, and cost, will decline significantly; however, use of CommVault and the need for legacy tape restores may or may not be fully eliminated.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>052B9AC7F56A489...</small> Frederick Brittain	<b>Date:</b>	6/22/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>AEED9C7B3A8044E...</small> Justin Franzose	<b>Date:</b>	6/23/2020