NAPA COUNTY BOARD OF SUPERVISORS
Board Agenda Letter

TO:        Board of Supervisors
FROM:      Jon Gjestvang - Chief Information Officer
           Information Technology Services
REPORT BY: Shawn Smith, Supervising Staff Services Analyst - 707.259.8665
SUBJECT:   Amendment No. 1 to Agreement 170548B with Iron Mountain Information Management, LLC

RECOMMENDATION
Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 170548B with Iron Mountain Information Management, LLC increasing the amount by $5,000 for a new maximum of $30,000 for offsite tape storage and asset disposition services.

EXECUTIVE SUMMARY
In October 2016, Napa County’s Information Technology Services Division (ITS) entered into an agreement to continue utilizing Iron Mountain’s offsite tape vaulting services. The agreement included a business associate agreement (BAA), which is a contract between a Health Insurance Portability and Accountability Act (HIPAA) covered entity and a HIPAA business associate to protect personal health information (PHI) in accordance with HIPAA guidelines.

Charges are based on the size and quantity of tapes stored and associated transportation costs. Monthly costs have gradually increased over the past few years, and there is a need for secure IT asset disposition services such as tape destruction. The agreement will continue to renew annually on October 1 for additional one year terms.

Today's requested action is for approval of Amendment No. 1 to Agreement 170548B to add $5,000 for a new maximum amount of $30,000 for offsite tape storage and asset disposition services.

Iron Mountain is not a local vendor.

FISCAL IMPACT
Is there a Fiscal Impact? Yes
Is it currently budgeted? Yes
Where is it budgeted? Information Technology Services
Is it Mandatory or Discretionary? Discretionary
Discretionary Justification: The offsite tape storage services provided by Iron Mountain are vital, and there are no local vendors who can perform the services required.
Is the general fund affected? No
Future fiscal impact: Agreement will be included in future fiscal year budgets, and may be affected by inflation and additional tape storage and tape destruction needs.
Consequences if not approved: If the agreement is not approved and offsite tape storage services are no longer available, critical business information would not be protected offsite, and the ability to recover data could be impacted.
Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Iron Mountain offers solutions including information and asset storage, records management, data centers, data management and secure shredding. The company's services include storing and protecting business documents, tape backup, electronic files, medical data and other assets. Napa County had previously done business with Vanguard Vaults, a data storage company in Sacramento, prior to Iron Mountain acquiring the company in 2007. In 2009, the Napa County Recorder-County Clerk's office contracted with Iron Mountain for the offsite storage of microfilm of Official Records of the Recorder-County Clerk.

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Charges are based on the size and quantity of tapes stored and associated transportation costs. Average costs were approximately $1,600 per month for the initial year of the agreement. However, due to County needs and increased rate schedules, monthly storage costs have increased to as much as $2,250 per month, with anticipated cost and usage increases. In addition, there is a need for secure IT asset disposition services such as tape destruction. Service charges are subject to change upon thirty days written notice to the County. The agreement will continue to renew annually on October 1 for additional one year terms.

Today's requested action is for approval of Amendment No. 1 to Agreement 170548B to add $5,000 for a new maximum amount of $30,000 for offsite tape storage and secure asset disposition services.
Iron Mountain is not a local vendor. Founded in 1951 and headquartered in Boston, Massachusetts, Iron Mountain is a global business dedicated to storing, protecting, and managing information and assets. There are no local vendors who can perform the services required.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve
Reviewed By: Helene Franchi