

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Wed, Dec 29, 2021 at 11:07 AM
Subject: Re: Records Management Contract (RECMGT)
To: Lipscomb, Donna M <donna.m.lipscomb@wv.gov>
Cc: Mike Sheets <william.m.sheets@wv.gov>, Jennelle Jones <jennelle.h.jones@wv.gov>, James D Meadows <James.D.Meadows@wv.gov>

Donna,

Your emergency request for a 1 month records management contract is approved for the period of January 1-31, 2022. Please follow all emergency guidelines outlined in the Purchasing Division Procedures Handbook, and return all supporting documentation to this office for processing at your earliest convenience, but no later than 30 days from this approval.

Thank you,

Frank Whittaker, CPPB, NIGP-CPP
Assistant Director
West Virginia Purchasing Division
2019 Washington Street, East
Charleston, WV 25305
(304) 558-2316
frank.m.whittaker@wv.gov

On Wed, Dec 29, 2021 at 10:55 AM Lipscomb, Donna M <donna.m.lipscomb@wv.gov> wrote:

Dear Mr. Sheets,

The West Virginia Office of Technology (WVOT) is requesting an additional emergency 30 day contract with Iron Mountain, Incorporated under the same terms and conditions as the existing contract.

The previous contract expired on November 30, 2021. An emergency 30 day contract was entered into for the period December 1, 2021 through December 31, 2021. This office has been negotiating with Iron Mountain for a Direct Award Contract for many weeks, but we have not come to an agreement. This emergency contract is needed as a bridge until the Direct Award Contract can be put into place. Without an emergency contract in place, agencies would not be able to access and manage their records or pay their invoices for storage costs and records management services. We are hopeful that an additional thirty day emergency contract would give us sufficient time to get a new contract in place, as we have resolved many of the outstanding issues with just a few remaining items to be negotiated.

Thank you very much for your consideration of this request for an additional thirty day emergency contract for the period January 1, 2022 through January 31, 2022. If

you have any questions, or need any additional information prior to making a determination, please do not hesitate to contact me. Thanks again!

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Donna M. Lipscomb

WV Records Management Program Administrator
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Charleston, WV 25305
304-352-4943