



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 20-818

Board Meeting Date: 10/20/2020

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Rocio Kiryczun, Human Resources Director  
Scott Johnson, Deputy Director, Human Resources

**Subject:** Agreement with Corodata for Offsite Document Management Services

### **RECOMMENDATION:**

Adopt a resolution:

- A) Authorizing the execution of an agreement with Corodata Records Management, Inc. to provide document storage and destruction services for the term of October 6, 2020 through October 5, 2025, in an amount not to exceed \$900,000; and
- B) Waiving the Request for Proposal (RFP) process; and
- C) Exempting the agreement from the Living Wage Ordinance.

### **BACKGROUND:**

The County has many document storage and destruction needs given both the large number of documents created by County departments and the requirements of the County's document retention schedules for each department. Such services have been provided by Corodata since 2008. At that time, the County had transitioned the physical storage of paper documents from an internal, County-based Central Records Center to Corodata. In 2008, the County had just over 27,000 file boxes in storage; today that number is over 65,000.

### **DISCUSSION:**

Document storage, by its nature, is a long-term service that the County requires in order to fulfill its records retention obligations. Changing vendors frequently can result in incurring unnecessary fees to transport stored documents between vendors, and the County benefits from having a consistent document storage vendor over time.

Corodata is a Statement on Standards for Attestation Engagements no. 16 (SSAE 16) certified service provider that complies with Health Insurance Portability and Accountability Act (HIPAA)

standards for handling confidential personal health information.

Corodata has continued to offer high quality services at competitive prices. The relocation of County documents currently in storage to a new vendor's facility would result in over \$200,000 in service costs and would result in significant disruption to departments county-wide. Logistically, the transfer of 65,000 file boxes from one storage facility to another would take upwards of 14 months to complete.

By continuing with Corodata, the County will prevent disruption of service, receive six months of free storage, and receive a reduced rate of \$.155/30 days for the remainder of the contract term. For these reasons, we recommend that the Board waive the request for proposal (RFP) process.

The Human Resources Department requests that the Board authorize the Human Resources Director or the Director's designee to execute contract amendments that modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

The Contractor is requesting exemption from the Living Wage Ordinance. Corodata provides full benefits, ongoing training and advancement opportunities, and has had very little turnover in staff. Corodata employees work for a few minutes each week on the County account. Complying with the County's Living Wage Ordinance could impact its employees statewide. For these reasons, we recommend that the Board waive the Living Wage Ordinance requirement.

The County's Procurement Manager has approved a five-year term for this agreement.

County Counsel has reviewed and approved the resolution and agreement as to form.

**PERFORMANCE MEASURE:**

Measure	FY 2020-21 Projected	FY 2021-22 Projected
Reduction in expense	\$75,000	\$3,600

**FISCAL IMPACT:**

The term of this agreement is from October 6, 2020 through October 5, 2025 for an amount not to exceed \$900,000. Funds are included in departmental budgets for the current fiscal year and will be included in future year's budget requests. The savings from remaining with Corodata is estimated to be \$91,200 over the life of the contract.