

**DETERMINATION AND FINDINGS**  
**FOR A SINGLE AVAILABLE SOURCE PROCUREMENT**

**Agency:** Department of Health Care Finance  
**Contract No:** RQ730324  
**Caption:** Medical Records Storage  
**Contractor:** Iron Mountain

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code Sec. 2-303.05(a)(1) (2001) and Title 27 DCMR 1702.1.

**2. MINIMUM NEED:**

The Department of Health Care Finance has a need for the continuance of the procurement of medical records storage. The records storage is used to store patient medical records for the former DC General Hospital.

Iron Mountain is an independent contractor certified by the DC Office of Public Records and the National Archives and Records Administration in the policies and practices of the DC and Federal Records Centers respectively

**3. ESTIMATED REASONABLE COST:**

The cost is based on current rate for records storage at this facility and previous storage rates/cost in the amount of \$8,510.33 per month.

The total cost for continuing storage of the records for three additional months commencing October 1, 2011 through December 31, 2011 is \$25,530.99

The cost has been determined reasonable. A comparison was made against purchase orders for previous services.

#### **4. FACTS WHICH JUSTIFY SOLE SOURCE AWARD**

Due to the closing of D.C. General Hospital in Year 2000, the Office of Contracting and Procurement (“OCP”), on behalf of the Department of Health, Health Care Safety Net Administration (HCSNA), sought an independent contractor certified by the DC Office of Publics Records and National, Archives and Records Administration in the policies and practices of the DC and Federal Records Centers respectively to store sensitive health records belonging to the Department of Health and DC General Hospital. In accordance therewith a solicitation was developed to store paper records, health records in the form of x-rays, paraffin block histology specimens and related microscopic slide files.

Iron Mountain was issued a Task Order POHC-2004-F-9321 against GS-25F-066M to provide services with four (4) Option Years. The records were packed and indexed in cartons protecting their contents; the files were then removed and transported from Jessup, MD and stored in a climate controlled environment located at the contractor’s facility for future retrievals.

Since 2008 when the Department of Health Care Finance, (DHCF) became an independent agency, DHCF has continued to issue Purchase Order’s to continue said services. Based on the above the contractor has continued to provide storage under various Purchase Order’s until September 30, 2011.

Contractor currently maintains 16,161 boxes of sensitive health records stored in folders in standard size archival boxes in a climate controlled environment at Contractor’s facility. Storage of boxes equates to 20,431 cubic feet of space.

As of October 1, 2011, DHCF has made a determination in accordance with the District’s retention schedule that subject files may be destroyed in accordance with the following:

- a. DHCF worked with the William Branch, Chief Archivist of the Office of Public Records of District of Columbia has reviewed the files housed at the Contractor’s facility and reviewed the “Request for Permission to Destroy Records” submitted from Laurie Rowe of the Health Care Operations Administration DHCF has approved DHCF request. Based on his review William Branch has authorized the proposed disposal of said records per the appropriate retention schedule citation. DCHF will be soliciting vendors to destroy the records over the next several months. The records will need to continue being stored at Iron Mountain until DHCF selects a vendor to destroy the records.

b. DHCF will only need storage space for three months.

In accordance with the Office of Public Records DHCF is required to witness destruction of records being disposed and sign and date a “Witness to Destruction” form to be delivered to the Office of Public Records. It is required that each “Request for Permission to Destroy Records form submitted must have a companion “Witness to Destruction” form.

While DHCF seeks a qualified vendor to destroy the records, continued storage of these time-sensitive materials by Iron Mountain is more advantageous (cost and convenience) to the District and DHCF and in the best interest of the Government.

**5. CERTIFICATION BY AGENCY DIRECTOR:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wayne Turnage, Director  
Department of Health Care Finance

**DETERMINATION**

I hereby determine based on the above-certified findings, it is in the best interest of the District of Columbia to procure the services, equipment, and supplies through the proposed single available source method of procurement, in accordance with D.C. Official Code 2-303.05(a)(1) (2001) and Title 27 DCMR Chapter 17, Section 1702.1.

\_\_\_\_\_  
Date

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Courtney Lattimore  
Contracting Officer