



**Homeland
Security**

Storage, Transformation, and Optimization of Records Management Solutions (STORMS)

The Department of Homeland Security (DHS) established a single-award Blanket Purchase Agreement (BPA) for Offsite Records Storage. The BPA provides the following services as it pertains to the handling of DHS records:

- Supply storage locations within reasonable proximity to the legal custodian in order to meet the requirements of DHS Components for retrieval and pick-up of records;
- Transport holdings from Component specified locations to the storage facility;
- Return holdings to DHS when requested; and
- Dispose of eligible holdings appropriately.

Key Contract Vehicle Features:

- Provides appropriate and proper storage and care for records in various formats that may or may not require sensitive environmental controls and/or special security protection;
- Provides computerization services and document scanning/digitization services;
- Provides pick-up and delivery services to and from storage locations and Component offices;
- Ensures secure transport of records and containers with tracking data of all movement;
- Allows for same day records transport within 8 hours of the request;
- Supports Continuity of Operations by allowing requests for emergency access to Essential Records (as defined by 36 CFR Part 1223) within four hours of the emergency request by Authorized Agency Continuity of Operations personnel or the legal custodian of Essential Records;
- Provides reading rooms and viewing areas for file auditing or reviews;
- Provides a web-based repository tool as the primary method DHS Components will use to request services; and
- Provides record disposition and destruction services with advanced notification and post destruction confirmation as requested.

Period of Performance (POP):

One-year base, plus four one-year options (5/17/2018 – 5/16/2023)

Number of Awardees:

One large business

Contract #	Vendor Name
70RTAC18A00000003	Iron Mountain Information Management