



Roosevelt Island Operating Corporation

KATHY HOCHUL
Governor

SHELTON J. HAYNES
President & CEO

BOARD OF DIRECTORS

RuthAnne Visnauskas, Chair, Commissioner of NYSHCR
Robert F. Mujica Jr., Director of BUDGET
Conway S. Ekpo
David Kraut
Howard Polivy
Michael Shinozaki

Agenda Item V, 2. May 19, 2022

PROPOSED RESOLUTION

AUTHORIZATION TO ENTER INTO CONTRACT WITH GRM INFORMATION MANAGEMENT SERVICES INC. FOR RECORDS STORAGE AND DIGITAL MANAGEMENT

RESOLVED by the Board of Directors of the Roosevelt Island Operating Corporation of the State of New York (“RIOC”), as follows:

- Section 1. that RIOC is hereby authorized to enter into contract with GRM Information Management Services Inc. for records storage and digital management, upon such terms and conditions substantially similar to those outlined in the Memorandum from Mary Cunneen to RIOC Board of Directors/Shelton J. Haynes dated May 11, 2022, attached hereto;
- Section 2. that the President/Chief Executive Officer or President’s designee is hereby authorized to take such actions and execute such instruments as deemed necessary to effectuate the foregoing; and
- Section 3. that this resolution shall take effect immediately.



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MEMORANDUM

TO: RIOC Board of Directors/Shelton J. Haynes, President/CEO

FROM: Mary C. Cunneen, Organizational Effectiveness and Special Projects

DATE: May 11, 2022

RE: RIOC's Records Storage and Digital Management Services

Background

The Roosevelt Island Operating Corporation's (RIOC) records management program ensures proper handling of records throughout the records lifecycle, from creation to final disposition. RIOC's policies and procedures and retention schedules provide the framework for an effective records management which allows staff to quickly locate, process, and distribute records. All physical files are required to be stored in secure location with an appropriate temperature and humidity. Historically, the Corporation stored its active and inactive records in the designated locations within its former Administrative Office at 591 Main Street and the Archives Room at Sportspark, respectively. In 2019, the NYS Archives moved RIOC's records of historical significance to their storage location in Albany. Currently, RIOC's records are stored in the Cultural Center, and the storage of the records in this location is no longer feasible and has proven inefficient.

Description of Need

The current storage in Cultural Center was a temporary solution for records storage as it does not provide proper document preservation temperatures, humidity and security. In addition, many of RIOC's records are stored solely as physical files. The NYS Archives, however, strongly recommends storing the files in digital format when feasible. Thus, RIOC is seeking both an appropriate physical storage and secure digital vault for its records.

Scope of Work

The corporation would like to engage a vendor to provide both physical storage and digital document management. The physical documents will not only be secured safely but will also be scanned, digitized, and indexed so they may be virtually accessed by designated RIOC personnel. The selected firm will be required to provide an off-site secured facility with appropriate temperature and humidity control requirements to best preserve document integrity. The physical and virtual storage shall satisfy the NYS Archives and the NYS ITS guidelines for both physical and digital record storage, retention, and retrieval

requirements. Should a physical document need to be accessed by RIOC staff, the selected vendor shall have a capability to deliver the document expeditiously to RIOC.

The digital files will be stored and backed up in a virtual vault. The contractor shall zone images for Optical Character Recognition (OCR) conversion to create searchable text. Designated RIOC staff will have access to the documents pertaining to their departments.

Procurement

In April 2022, the Roosevelt Island Operation Corporation (“RIOC”) posted a Request for Proposal (“RFP”) for File Management Services. The sealed bids were due on April 27th, 2022, and a total of four (4) proposals were received. Two (2) of the bids were disqualified for failing to provide the RFP required documents by the established deadline. We opted to issue an RFP to the public with the intention that it would increase participation and provide a competitive fee. There were no MWBE/SDVOB or NYS preferred vendors for the services requested.

Evaluation

As outlined in the RFP, proposals were rated using the following evaluation criteria:

- | | |
|----------------------|------------|
| 1. Experience | 20 Points |
| 2. Staffing | 20 Points |
| 3. Technical Ability | 20 Points |
| 4. Cost | 40 Points |
| Total | 100 Points |

The results are listed in the table below:

| Rank | Firm | Points | Initial Cost | Annual Cost |
|------|------------------------|--------|--------------|-------------|
| 1 | GRM | 93.950 | \$82,900.00 | \$9,481.00 |
| 2 | Global Solutions Group | 83.34 | \$82,795.00 | \$6,000.00 |

GRM received the highest evaluation score among the two bidders, notably in the areas of “Experience and Qualifications” and “Ability to Perform Required Services”. GRM’s proposal demonstrated the best understanding and approach of the scope of services and adherence to security requirements to meet RIOC’s needs. GRM received a cumulative score of 93.950 and their initial bulk file scan and store is \$82,900.00. The annual fee for services after the initial bulk conversion will be \$9,481.00.

GRM possesses over 30 years of experience and is a leading provider of physical and digital file storage services to government organizations. The firm is well versed in handling confidential materials and preserving them within the New York State record retention guidelines. The digital files will provide optical character recognition (OCR) text conversion allowing RIOC to easily search and access materials.

Recommendation

Based on the above, RIOC recommends, subject to the satisfaction of all contracting requirements, that the Board of Directors authorize and approve entering into contract with GRM for three (3) year contract with three (3) additional one (1) year options to renew. The purchase order shall include all potential years of renewal bringing the total amount to \$130,305.