



**State of Oklahoma
Department of Central Services
Central Purchasing**

**Notice of Statewide Contract
Award**

Official signed contract documents are on file with DCS-Central Purchasing.

Contract Title: Electronic Media Destruction

Statewide Contract #: SW794

Contract Issuance Date: 09/11/2009

Total Number of Vendors: 1 (For details see: Vendor Information Sheet)

Contract Period: 09/11/2010 through 09/10/2011

Agreement Period: 09/11/2009 through 09/10/2014

Authorized Users: State agencies and all government entities

Contract Priority: Mandatory

Type of Contract: This is a firm fixed price contract

DCS-CP Contact: Gary Rowland

Title: Contracting Officer

Phone: 1 - 405 - 521 - 2131

Fax: 1 - 405 - 522 - 1078

Email: Gary_rowland@dcs.state.ok.us



**State of Oklahoma
Department of Central Services
Central Purchasing**

Awarded Vendors Information

Vendor Name: OKDHS/NORCE/Oklahoma Employment Services (OES) **Vendor ID#:** 95521

Vendor Address: Address: 2600 E. Willow

City: Enid

State: OK

Zip Code: 73701

Contact Person Name: Chris Feeney

Phone #: 1 - 580 - 548 - 2631

Title: Institutional Program Coordinator III

Fax #: 1 - 580 - 213 - 2737

Email: Chris.Feeney@okdhs.org

Website:

Authorized Location: ☐ Locations list attached as *(attachment title)*

☐ Address:

City:

State:

Zip Code:

Contract ID #: 2671

Delivery:

Minimum Order: n/a

P/Card Accepted: ☐ Yes

☒ No

Other:

CONTRACT SPECIFICATIONS

Mandatory Specifications

OES will meet or exceed all e-media destruction services mandatory specifications as listed in Section C of RFP #SW90794:

- NAID Certification for Paper or Printed Media, Micro Media, and Computer Hard Drive Destruction will occur within 6 months. OES will provide the Central Purchasing Contracting Officer with certification documentation when it occurs and prior to expiration.
- All OES access employees have been screened to date (county, state, and federal criminal background checks, social security number traces, and employment checks). All new employees will undergo employment screening before becoming an access employee. No person subject to a felony conviction in the last seven years for a crime involving theft (of tangible or intangible property), fraud, burglary, or larceny will be employed in a capacity where they may come in contact with confidential customer information.
- OES will collect and secure information for destruction from the designated location and will accept responsibility at the point/time of receipt.
- OES collection employees will wear a uniform shirt and will have a photo ID badge to ensure they are authorized to collect the materials from the customer.
- OES collection employees will have a cell phone on his/her person to ensure communication in the event of an emergency.
- OES will reduce most e-media to nominal edge dimensions of five millimeters and surface area of twenty-five square millimeters or less.
 - o All electronic media as defined in the State of Oklahoma Information Security Policy, Procedure, and Guidelines (revised Oct 1, 2008) will be reduced to 3/32" at the maximum dimension with the exception of computer hard drives. This standard exceeds the 25 square millimeter maximum requirement.
 - o Computer hard drives will be crushed with a 50-ton hydraulic press to bend the platters to ensure they can no longer spin. This process is accepted by NAID for Hard Drive Destruction Certification.
- OES currently uses color CCTV surveillance cameras recording at 30 frame rates per second. 90 days of CCTV playback will be available. APC backups are in use to ensure continuous feed.
- All doors/overhead doors in secure destruction areas are alarmed. These alarms are monitored by a third party company 24 hours per day.
- OES will only destroy confidential information in OES' plant-based facility.
- OES is a State entity. A Certificate of Insurance designating \$5,000,000 per occurrence of Errors and Omissions Coverage is attached.
- OES always provides a notarized Certificate of Destruction (COD) for each completed work ticket. This notarized COD will contain the date of destruction, method of destruction, and corresponding information to link it to the appropriate work ticket.
- All e-media materials for destruction will be picked up within 7 working days of request unless alternative agreement has been made with the customer. This exceeds the 10 working day request.
- All recyclable materials from destroyed media will be recycled. E-scrap vendor information will be provided to the Contracting Officer within 10 days of award.
- Written policies and procedures are attached and will be provided to the Contracting Officer every 6 months or as they are modified.
- Signed confidentiality statements for each access employee will be provided to the Contracting Officer within 10 days of award. New, signed confidentiality statements for each access employee will be presented to the Contracting Officer at least every 6 months. Confidentiality statements for new employees will be presented to Contracting Officer within 10 working days of his/her EOD.

- Documentation concerning quarterly safety and security training will be provided to the Contracting Officer as it occurs.
- Alarm and CCTV testing documentation will be provided to the Contracting Officer monthly.
- In the event of a breach, the Contracting Officer will be notified within 12 hours of OES' realization of the event. This exceeds the 24 hour minimum.
- OES will make the facility and all documentation available for unannounced State audits.
- OES will provide a sample of destroyed materials to the State when it is requested.
- OES will submit a separate invoice to each customer for all E-Media collection and destruction services that details all charges. In compliance with this RFP, there will not be a transportation or disposal fee.
- OES will assume full responsibility for any confidential materials stored on portable media, magnetic or other storage devices that may be present in the collected materials and will ensure their destruction.
- OES will process all collected E-Media and manage arrangements for its' final disposal. OES will ensure that the final disposal of all collected E-Media occurs within the United States. OES will not dispose of collected recyclable e-media at a landfill or other similar "dump site", unless specifically authorized by the State.
- OES will ensure that all collected E-Media is transported and manifested in accordance with applicable law. OES will use a State approved Lading form for manifesting the collected materials transported from each Collection Site. Copies of all manifest documents will be submitted to the State with the summary report as provided herein. A summary report will be submitted to the State detailing the total amount of each type of material received at each Collection Site, the final reuse or recycling option that was utilized for each type of collected material listed, and any other information requested by the State's Service Manager. This summary report will be forwarded to the State within thirty (30) Days after each Collection Event.
- OES will establish a schedule to determine when collections/pickups are made, and will include dated asset transfer forms and signature sheets.
- OES will furnish a locking, covered, transportable container or vehicle that meets all applicable Federal, State, and Local regulations, inclusive of all DOT and OSHA Standards.
- OES will furnish all necessary equipment, materials, and manpower as needed to perform all operations to receive, pack, load and transport for final disposal all collected E-Media materials received from the designated collection sites.
- OES has designated a key contact as the service manager and an alternate for this service.
- OES will allow the State the right to inspect and approve all equipment, personnel, safety practices, and facilities. OES agrees to implement additional safety precautions as may be reasonably required by the State and/or suspend operations if deemed necessary by the State.

Procedures for Secure Handling/Collection of Confidential Materials

- Authorized, trained security agents will collect the materials to be destroyed.
- Materials will be securely transported in an enclosed, locked vehicle to prevent unauthorized access and loss from wind or atmospheric conditions.
- Materials will be either inventoried into the main destruction area or will be staged in a secure holding area until destruction. Both the main destruction area and the staging area contain:
 - o Electronic entry through use of 4-digit pin access
 - o Alarms with 24-hour per day monitoring by a third-party monitoring company.
 - o A closed circuit camera system monitoring all access points into the secure destruction area/holding area and all processing activity with sufficient clarity to identify people and their activities. Recordings will be maintained for 90 days.
- Materials will be identified for destruction and the method of destruction will be determined.
- Destruction/disintegration will occur.
- After destruction, all recyclable materials will be stored in a secure location until transported for final processes by a contracted vendor. This process will include separating metals, smelting, pulping, or incinerating.

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- A notarized Certificate of Destruction will be presented to the customer with the invoice for the materials destroyed.

Service Fees

The following service fees for secure destruction will be incurred by the customer:

- Hard drive destruction - \$2.00 per unit
- All other electronic information-bearing media will be destroyed at \$0.25 each

Unit prices are inclusive of transportation fees.



CONTRACT

State of Oklahoma

Dispatch via Print

Vendor ID 0000095521
NORCE
2600 E WILLOW
ENID OK 73701-8715

Contract ID			Page	
00000000000000000000000000002471			1 of 1	
Contract Dates		Currency	Rate Type	Rate Date
06/14/2010 to 09/10/2011		USD	CRRNT	PO Date
Description:			Contract Maximum	
Electronic Media Shredding			0.00	
TYPE: STATEWIDE				

Tax Exempt? Y Tax Exempt ID:736017987

Line #		Item ID/Item Desc		Minimum Order		Maximum / Open	
				Qty	Amt	Qty	Amt
1		1000010160		1.00	0.00	0.00	0.00
		SERVICES: Comp HrdDrv Disposal -					
		Information Technology					
		Contract Base Pricing	0.01000	EA	0001		
2		1000010161		1.00	0.00	0.00	0.00
		SERVICES:Info-bear. Media Disposal -					
		Information Technology					
		Contract Base Pricing	0.01000	EA	0001		

COMMENTS:

Contract Period: 09/11/2009 through 09/10/2010
Agreement Period: 09/11/2009 through 09/10/2014

Service Fees

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Unit prices are inclusive of transportation fees.

The following is a description of the electronic items that may be destroyed under this contract:

- ¿ Hard Disk Drives (from any kind of computer, whether internally or externally installed and/or accessed)
- ¿ CD-ROM Disks (All forms of optical media)
- ¿ DVD Disks (All forms of optical media)
- ¿ Floppy Disks
- ¿ Magnetic Tape (All forms)
 - CPU Memory (RAM) Modules (from any kind of computer device or appliance)
 - USB Memory Storage Devices
 - Cellular Telephones

Final = The price is final after adjustments
Hard = Apply adjustments regardless of other adjustments
Skip = Skip adjustments if any other adjustments have been applied

Authorized Signature