

**MEMORANDUM**  
**COUNTY OF PLACER**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: February 14, 2012

SUBJECT: Approve the Award of a Blanket Purchase Order Using a Sacramento County Competitively Awarded Contract with BIT California Doing Business As Document Fulfillment Services for CalWorks Information Network Printing and Mailing Services for Health and Human Services in the Maximum Amount of \$140,000.00

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**ACTION REQUESTED**

Approve the award of a Blanket Purchase Order (BPO) using a Sacramento County competitively awarded contract with BIT California doing business as Document Fulfillment Services (DFS) of West Sacramento for CalWorks Information Network Printing and Mailing Services for Health and Human Services (HHS) in the maximum amount of \$140,000.00, and authorize the Purchasing Manager to sign the resulting BPO.

**BACKGROUND**

Placer County HHS is required by the State to utilize a business application called the CalWorks Information Network (CalWIN) for determining public assistance eligibility, computing and issuing benefits, and tracking the provision of social services. In 2005 your Board approved the award of a BPO to DFS as a result of a competitive contract awarded by Sacramento County to provide the complex printing and mailing services associated with CalWIN eligibility, benefits and social services.

On February 22, 2011, your Board approved the continued use of the Sacramento County contract with DFS, and authorized the Purchasing Manager to sign the resulting BPO which is effective through March 31, 2011. HHS indicates that service has been good and the provisions of the existing agreement still represent their current needs. The Sacramento County contract with DFS is effective through February 28, 2015.

Purchasing Policy Manual Section 1.3(e)(3) permits contracting with a vendor that was awarded an agreement by another public agency as the result of a competitive bidding process without further competitive bidding. The new BPO will be effective for the period of April 1, 2012 through March 31, 2013.

**FISCAL IMPACT**

The resulting BPO with Document Fulfillment Services will be issued in the maximum amount of \$140,000.00. The Department's fiscal impact statement is attached.

Attachment: Health and Human Services Fiscal Impact Statement

cc: Dr. Richard Burton, Director of HHS



**Placer County  
Health and Human Services Department**

**Administrative Services Division**

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Date: February 14, 2012  
To: Honorable Board of Supervisors  
From: Rebecca Mellott, HHS Fiscal Program Manager  
Subject: **Fiscal Impact Statement  
BPO for Laser Imaging and Mailing Services (BIT California)  
Human Services  
For the Fiscal Period March 1, 2012 to February 28, 2013**

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The department has budgeted appropriately for the renewal of this \$140,000 Blanket Purchase Order (BPO) and funding for the first four months is available in FY2011-2012 Final Budget. The remaining eight months of the BPO will be included in the FY2012-13 Budget.

The laser imaging and mailing services provided by BIT California assist the County in maintaining mandated correspondence with its clients. Clients are notified of any changes in their eligibility status or benefits. The costs of these services are funded 95 percent through Federal and State sources, and the 5 percent required County match is funded with County General Funds.

*Perspective, Hope, and Opportunity*