

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

**TO:** Honorable Board of Supervisors  
**FROM:** Brett Wood, Purchasing Manager *BW*  
**DATE:** May 8, 2012  
**SUBJECT:** Approve the Award of a Sole Source Blanket Purchase Order to Columbia Ultimate Business Systems for Annual Software License Fees, Support and Related Services for the Revenue Services Information Management System in the Maximum Amount of \$200,000.00

**RECOMMENDATION**

Approve the award of a sole source blanket purchase order to Columbia Ultimate Business Systems (CUBS) of Vancouver, WA for software license fees, support and related services for Revenue Services' information management system in the maximum amount of \$200,000.00, and authorize the Purchasing Manager to sign the resulting documents.

**BACKGROUND**

For the past several years, the Administrative Services Department's Revenue Services Division has used a database and information management system designed and provided by CUBS to manage their collections operations. Software license support fees must be paid to CUBS each year for maintenance, use and support of the system. Revenue Services usually budgets an additional amount over the basic cost of maintenance to accommodate occasional programming changes that improve functionality specific to Placer County. The Division also uses the vendor's services for mailing monthly statements, new account letters, reminder notices, and other correspondence. It is most cost-effective and efficient to use CUBS for these mailing services because data is transmitted electronically between the County's database and CUBS' mailing system.

The current blanket purchase order with CUBS will expire June 30, 2012. CUBS has provided a quote for software licensing, maintenance, and support for the next one-year period in the amount of \$72,518.16, including sales tax. Revenue Services anticipates additional programming costs to be \$20,000 per year, and mailing costs to be approximately \$100,000. The Department has requested a blanket purchase order in the maximum amount of \$200,000.00 to accommodate these expenditures. This amount also provides a small allowance for increases in programming and/or mailing costs due to unforeseen changes in Revenue Services' operations. The BPO will be effective July 1, 2012 through June 30, 2013.

Section 1.3(i) of the Purchasing Policy Manual exempts these data processing and maintenance services from competitive bidding. Additionally, maintenance and updates for the CUBS system are not available from other vendors.

**FISCAL IMPACT**

The new BPO with CUBS will be effective July 1, 2012 through June 30, 2013. Administrative Services' Fiscal Impact statement is attached.

cc: Jerry Gamez, Director of Administrative Services  
Virginia Meyers, Revenue Services Manager

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## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Jerry Gamez, Director of Administrative Services

DATE: May 8, 2012

SUBJECT: **Fiscal Impact Statement**

Recommendation to Renew Blanket Purchase Order No. 18684 with Columbia Ultimate Business Systems for Annual Software License Fees, Support and Related Revenue Services Management Systems Services in the Maximum Amount of \$200,000.

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The Administrative Services Department's Revenue Services Division has budgeted appropriately for this request within the Revenue Service Division's FY 12/13 Budget (10280). The Blanket Purchase Order will provide for software licensing, maintenance/support, and the cost of mailers.