

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager *DS*

DATE: October 10, 2006

SUBJECT: Approve the Renewal of a Blanket Purchase Order with Document Fulfillment Services for CalWIN Printing and Mailing Services in the Maximum Amount of \$64,000.00.

ACTION REQUESTED

Approve the renewal of a blanket purchase order with Document Fulfillment Services of West Sacramento for CalWIN printing and mailing services in the maximum amount of \$64,000.00, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

HHS is part of a State-Wide consortium of counties that are mandated by the State to implement 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.

On April 26, 2005, your Board approved the award of a BPO to Document Fulfillment Services to assist HHS in providing this service. As part of your Board's approval last year, the initial BPO was approved with the option to renew for up to four additional years in one year increments. Document Fulfillment Service has indicated that they will not increase prices for the renewal BPO. HHS indicates that service from this firm has been very good and they request your Board's approval for this first renewal of the BPO, which will be effective from November 1, 2006 through October 31, 2007.

FISCAL IMPACT

The BPO resulting from this recommendation will total \$64,000. HHS has sufficiently budgeted for these expenditures.

Cc: Richard Burton, HHS-Administration
Larry Risser, HHS-MIS

