

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: September 17, 2009

SUBJECT: Approve the Award of a Blanket Purchase Order Using a Sacramento County Competitively Bid Contract with Document Fulfillment Services for CalWorks Information Network Printing and Mailing Services in the Maximum Amount of \$70,000.00

ACTION REQUESTED

Approve the award of a Blanket Purchase Order (BPO) using a Sacramento County competitively bid contract with Document Fulfillment Services (DFS) of Sacramento, CA for CalWorks Information Network Printing and Mailing Services in the maximum amount of \$70,000.00, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

Health and Human Services (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. In 2005, your Board approved the award of a BPO to DFS, as a result of competitive Contract WA00018378 by Sacramento County, to provide the complex printing and mailing services associated with CalWIN eligibility, benefits and social services.

On October 21, 2008, your Board approved the third renewal to DFS, and authorized the Purchasing Manager to sign the resulting BPO. HHS has requested to renew for a fourth renewal term. Document Fulfillment Services has agreed to renew this contract with no changes in pricing or terms. 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 will remain in effect through February 28, 2010. In accordance with the Purchasing Policy Manual, Section 1.3 (e) (3), County policy 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 by Placer County. The resulting BPO will be effective for the period of October 1, 2009 through February 28, 2010.

FISCAL IMPACT

The resulting renewal BPO with Document Fulfillment Services in the maximum amount of \$70,000.00, used by Health and Human Services, requires your Board's approval. The Department's fiscal impact statement is attached.

Attachment:

A. Health and Human Services Fiscal Impact Statement

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

285



**Placer County
Health and Human Services Department**

Administrative Services Division

Date: September 17, 2009
To: Honorable Board of Supervisors
From: Georgia Emslie, HHS Fiscal Program Manager
Subject: **Fiscal Impact Statement
BPO for Laser Imaging and Mailing Services (BIT California)
Human Services
October 1, 2009 to February 28, 2010**

The department has budgeted appropriately for the renewal of this \$70,000 Blanket Purchase Order (BPO) and funding is available in the FY2009-2010 Proposed Budget.

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

Perspective, Hope, and Opportunity