

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO Honorable Board of Supervisors

FROM Jim Boggan, Purchasing Manager *JB*

DATE February 23, 2010

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 CalWork's Information Network Printing and Mailing Services in the Maximum Amount of \$130,000 00

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 Sacramento for CalWorks Information Network Printing and Mailing Services in the maximum amount of \$130,000 00, and authorize the Purchasing Manager to sign the resulting BPO

BACKGROUND

Placer County Health and Human Services (HHS) is required 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 6, 2009, your Board approved the fourth renewal to DFS, and authorized the Purchasing Manager to sign the resulting BPO which was effective through February 28, 2010 when the existing Sacramento County contract expires Recently Sacramento County issued a Request for Proposals to establish a new CalWIN contract to replace their existing contract The Sacramento County Board of Supervisors approved the award of contract WA0002538 to DFS on December 15, 2009 The new contract's pricing for standard printing services is 6 4% lower than the current contract The new Sacramento County contract with DFS will remain in effect from March 1, 2010 through February 28, 2015

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 The resulting BPO will be effective for the period of March 1, 2010 through March 31, 2011

FISCAL IMPACT

The resulting BPO with Document Fulfillment Services will be issued in the maximum amount of \$130,000 00 The Department's fiscal impact statement is attached

Attachment Health and Human Services Fiscal Impact Statement

cc Dr Richard Burton, Director of HHS
Larry Risser, HHS-MIS

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Placer County Health and Human Services Department

Richard J. Burton, M.D., M.P.H.
Health Officer and Department Director

Graham Knaus, M.P.A.
Director, Administrative Services

Date: January 20, 2010
To: Honorable Board of Supervisors
From: Graham Knaus, Director, Administrative Services
Subject: **Fiscal Impact Statement**
BPO for Laser Imaging and Mailing Services (BIT California)
Human Services
March 1, 2010 to February 28, 2011

The department has budgeted appropriately for the renewal of this \$130,000 Blanket Purchase Order (BPO) and funding for the first four months is available in the FY2009-2010 Final Budget. The remaining eight months of the BPO will be included in the FY2010-2011 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. Due to an increase in the number of eligible clients receiving aid, the BPO renewal amount is \$10,000 higher than the previous annual renewal level. 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