

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: February 22, 2011

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 \$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 West Sacramento for CalWorks Information Network Printing and Mailing Services for Health and Human Services (HHS) in the maximum amount of \$130,000.00, 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 23, 2010, 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.

The 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, 2011 through March 31, 2012.

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



Placer County
Health and Human Services Department

MEMORANDUM
Human Services

Date: **January 7, 2011**
To: Honorable Board of Supervisors
From: Brian Rupprecht, HHS Fiscal Manager
Subject: **Fiscal Impact Statement**
BPO for Laser Imaging and Mailing Services (BIT California)
Human Services
April 1, 2011 to March 31, 2012

The department has budgeted appropriately for the renewal of this \$130,000 Blanket Purchase Order (BPO) in the FY10/11 Budget. The final nine months of the BPO will be included in the FY2011-2012 Budget.

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

Perspective, Hope, and Opportunity