



MEMORANDUM
PROCUREMENT SERVICES DIVISION
County of Placer

TO: Honorable Board of Supervisors **DATE:** August 9, 2022
FROM: Jane Christenson, Acting County Executive Officer
BY: Brett Wood, Purchasing Manager
SUBJECT: CalWORKs Information Network Printing and Mailing Services – BIT California LLC dba Document Fulfillment Services

ACTION REQUESTED

Approve the renewal of an agreement with BIT California LLC dba Document Fulfillment Services of West Sacramento, CA for CalWORKs Information Network Printing and Mailing Services using a Sacramento County competitively awarded contract, for the period of July 1, 2022 through December 31, 2023 in the maximum amount of \$262,500.00.

BACKGROUND

The Department of Health and Human Services (HHS) is part of a statewide- consortium of counties that is mandated by the State of California 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.

On August 14, 2017, Sacramento County awarded a competitive Request for Proposals to BIT California LLC dba Document Fulfillment Services (DFS) to provide the required printing and mailing services associated with CalWIN for various notices regarding eligibility, benefits, and social services. Sacramento County Contract No. DHA-DFS-01-18 was awarded through June 30, 2022, with the option to renew for an additional five-year period. On September 19, 2017, your Board approved the award of a Placer County agreement to DFS based on the Sacramento County contract and authorized optional renewals on a year-to-year basis through June 30, 2022, to coincide with Sacramento County's contract. Sacramento County has extended their contract to December 31, 2023.

Placer County HHS has been satisfied with the service provided by DFS and wishes to renew the County's agreement for the period of July 1, 2022 through December 31, 2023. Placer County is allowed to use this contract under the same pricing, terms, and conditions. Placer County Procurement Policy 3.5A permits an exception to the competitive bid process with use of other governmental agency contracts.

FISCAL IMPACT

The total cost of this agreement is \$262,500.00. Funding for this agreement is available in the FY 2022-23 budget for CC14015 - Human Services and will be included in the Department's FY 2023-24 budget. Funds are not encumbered until services are performed against the resulting agreement.

ATTACHMENTS

None.

