

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

**TO:** Honorable Board of Supervisors  
**FROM:** David Seward, Purchasing Manager  
**DATE:** June 27, 2006  
**SUBJECT:** Approve a Blanket Purchase Order with Columbia Ultimate Business Systems for Annual Software License Fees, Support and Related Services in the amount of \$160,000 for the Management of Collections Operations

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**RECOMMENDATION**

Approve a blanket purchase order with Columbia Ultimate Business Systems (CUBS) for software license fees, support and related services for the Revenue Services management system in the maximum amount of \$160,000 and authorize the Purchasing Manager to sign the resulting documents.

**BACKGROUND**

For the past several years, the Administrative Services Department's Revenue Services Division has utilized a database and information management system to manage their collections operations. The system was designed and provided by Columbia Ultimate Business Systems (CUBS). Software license fees and software support fees must be paid to CUBS each year for maintenance, use and support of the system. Revenue Services usually budgets an additional amount over the basic cost of maintenance to accommodate occasional programming changes that improve functionality specifically for Placer County. The division also uses the vendor's services for mailing monthly statements, new account letters, reminder notices, etc. Research has revealed that it is more cost-effective and efficient to utilize this vendor for these mailing services than other contractors due to the interaction between the database and the mailing functions.

The current blanket purchase order which covers all of the licenses, support, and additional services provided by CUBS will expire June 30, 2006.

**FISCAL IMPACT**

Revenue Services has requested a blanket purchase order in the maximum amount of \$160,000.00 to accommodate the licenses, support, and ongoing services. The BPO will be effective July 1, 2006 through June 30, 2007. The division has budgeted appropriately for these ongoing charges.

cc: Candi McCord, Deputy Director of Administrative Services  
Sandy Conte, Revenue Services Manager

