

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Acting Purchasing Manager *JB*

DATE: September 18, 2007

SUBJECT: Approve the Renewal of Blanket Purchase Order No. 14189, Awarded from a Sacramento County Competitive Contract with Document Fulfillment Services for CalWorks Information Network Printing and Mailing Services in the Maximum Amount of \$64,000.00.

ACTION REQUESTED

Approve the renewal of Blanket Purchase Order (BPO) No. 14189, awarded from a Sacramento County competitive contract with Document Fulfillment Services (DFS) for CalWorks Information Network Printing and Mailing Services in the maximum amount of \$64,000.00, and authorize the Acting 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 10, 2006, your Board approved the first renewal to DFS, and authorized the Purchasing Manager to sign the resulting BPO. HHS has requested to renew for a second 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 during this second BPO renewal term. 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 shall be effective for the period of October 1, 2007 through September 30, 2008.

FISCAL IMPACT

The resulting renewal BPO with Document Fulfillment Services in the maximum amount of \$64,000.00, used by Health and Human Services, requires your Board's approval. Human Services has budgeted sufficiently for these routine and necessary expenditures in their fiscal year 2007/08 budget.

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

