

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

TO: Honorable Board of Supervisors
FROM: Jim Boggan, Purchasing Manager *JB*
DATE: August 26, 2008
SUBJECT: Approve the Award of a Blanket Purchase Order Using a Sacramento County Competitively Bid 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 award of a Blanket Purchase Order (BPO) using a Sacramento County competitively bid 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 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 2, 2007, your Board approved the second renewal to DFS, and authorized the Purchasing Manager to sign the resulting BPO. HHS has requested to renew for a third 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 third 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, 2008 through September 30, 2009.

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 fiscal impact statement is attached.

Attachment:

A. Health and Human Services Fiscal Impact Statement

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



**Placer County
Health and Human Services Department**

MEMORANDUM
Administrative Services

Date: August 26, 2008
To: Honorable Board of Supervisors
From: Georgia Emslie
Health and Human Services Fiscal Program Manager
Subject: **Fiscal Impact Statement**
BPO – Laser Imaging and Mailing Services
Nov. 1, 2008 – December 31, 2009

HHS' Human Services Division has budgeted appropriately for this \$64,000 BPO with BIT California for laser imaging and mailing services for CalWIN documents, and is included in the FY2008-09 proposed budget. This BPO is fully funded with state and federal dollars, and requires no County General Funds.

Perspective, Hope, and Opportunity