

**MEMORANDUM**  
**PLACER COUNTY HEALTH AND HUMAN SERVICES**  
**Human Services Division**

**TO:** Honorable Board of Supervisors

**FROM:** Richard J. Burton, M.D., M.P.H.  
Placer County Health Officer and Director of Health & Human Services  
Bob Dunstan, Director of Human Services Division

**DATE:** October 21, 2008

**SUBJECT:** Change Orders to Blanket Purchase Orders with BIT California for Laser Imaging and Mailing Services

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**ACTION REQUESTED:**

Approve and authorize the Purchasing Manager to sign the following change orders. These costs are reflected in the Department's 2008/09 Final Budget and no County General Funds are required:

- a. Change Order No. 1 to Blanket Purchase Order (BPO) No. 15123 with BIT California for laser imaging and mailing services for the period of November 1, 2007 through October 31, 2008, increasing the maximum amount by \$28,000 for a revised maximum amount of \$92,000, and
- b. Change Order No. 1 to BPO No. 16108 with BIT California for laser imaging and mailing services for the period of November 1, 2008 through September 30, 2009, increasing the maximum amount by \$38,000 for a revised maximum amount of \$102,000.

**BACKGROUND:**

BIT California provides complex laser imaging and mailing services associated with eligibility, benefits and social services, printing in excess of 10,000 documents per month. Health and Human Services (HHS) is part of a statewide consortium of counties that are mandated by the State to implement the CalWORKs Information Network (CaWIN), a business application for determining public assistance eligibility, computing and issuing benefits, and tracking the provision of social services. Furthermore, 17 of the 18 CaWIN counties use BIT California as their primary vendor for these types of services.

This primary method of corresponding with our clients is vital to keeping them informed of their eligibility status. Utilizing BIT California for these automated services provides for worker efficiencies, fewer errors, is cost effective, as well as provides our clients with the most up-to-date information.

On September 18, 2007, your Board approved BPO No.15123 with BIT California in the maximum amount of \$64,000. Based on usage information that was available when renewal of this BPO was requested last July, BPO 16108 was approved by your Board on August 26, 2008 in the same maximum amount of \$64,000.

Due to higher than anticipated increases in Human Services caseloads and as well as associated postage costs, the Department is requesting these change order adjustments in order to provide sufficient funding for these BPOs.

**FISCAL IMPACT:**

These services are fully funded through State and Federal CalWORKs funding, and there are no County General Funds required. These costs are included in the Department's 2008/09 Final Budget.

cc: Jim Boggan, Procurement Services Division

