

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: March 12, 2013  
SUBJECT: CalWorks Information Network Printing and Mailing Services - BIT California Doing Business As Document Fulfillment Services

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**ACTION REQUESTED**

1. Approve the award of a Blanket Purchase Order using a Sacramento County competitively awarded contract with BIT California doing business as Document Fulfillment Services of West Sacramento for CalWorks Information Network Printing and Mailing Services for Health and Human Services in the maximum amount of \$140,000, funded 95 percent by Federal and State revenues and 5 percent with required County General Fund match;
2. Approve the option to renew for one additional term for the period of August 1, 2014 through July 31, 2015 as long as the renewal amount does not exceed 10 percent of the recommended contract amount of \$140,000; and
3. Authorize the Purchasing Manager to sign the resulting Blanket Purchase Orders.

**BACKGROUND**

Placer County Health and Human Services (HHS) is required by the State 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. In 2005 your Board approved the award of a Blanket Purchase Order (BPO) to DFS as a result of a competitive contract awarded by Sacramento County to provide the complex printing and mailing services associated with CalWIN eligibility, benefits and social services.

On February 14, 2012, your Board approved the continued use of the Sacramento County contract with DFS, and authorized the Purchasing Manager to sign the resulting BPO which is effective through March 31, 2013. HHS indicates that service has been good and the provisions of the existing agreement still represent their current needs.

Purchasing Policy Manual Section 1.3(e)(3) 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. The new BPO will be effective for the period of April 1, 2013 through July 31, 2014.

**FISCAL IMPACT**

Upon your Board's approval, a BPO will be awarded to Document Fulfillment Services for CalWIN printing and mailing services in the maximum amount of \$140,000. The Department's fiscal impact statement is attached.

Attachment: Health and Human Services Fiscal Impact Statement

cc: Dr. Richard Burton, Director of HHS



**Placer County  
Health and Human Services Department**

**MEMORANDUM  
Administrative Services Division**

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Date: March 12, 2013  
To: Honorable Board of Supervisors  
From: Rebecca Mellott, HHS Fiscal Program Manager  
Subject: **Fiscal Impact Statement  
BPO for Laser Imaging and Mailing Services (BIT California)  
Human Services For the period April 1, 2013 to July 31, 2014**

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The Department has budgeted appropriately for the renewal of this \$140,000 (\$7,000 net County cost) Blanket Purchase Order (BPO). This BPO is funded 95 percent with Federal and State revenues and 5 percent with required County General Fund match. Funding for the first three months is included in the Department's FY 2012-13 Final Budget with the remaining months to be included in the Department's future Requested Budgets. The laser imaging and mailing services provided by BIT California assist the County in maintaining mandated correspondence with its clients, such as notifications of any changes in their eligibility status or benefits.

*Perspective, Hope, and Opportunity*