

MEMORANDUM
PLACER COUNTY HEALTH AND HUMAN SERVICES
Human Services Division

TO: Honorable Board of Supervisors

FROM: Jeffrey S. Brown, M.P.H., M.S.W., Director of Health and Human Services
Cheryl S. Davis, Director of Human Services

DATE: July 22, 2014

SUBJECT: Change Order to BIT California, LLC Blanket Purchase Order

ACTION REQUESTED:

1. Approve a Change Order to Blanket Purchase Order No. BP020419 with BIT California, LLC for CalWORKs Information Network (CalWIN) printing and mailing services, increasing the amount of the agreement by \$50,000 (5 percent net County cost), for a revised total of \$204,000 from April 1, 2013 through July 31, 2014, and authorize the Purchasing Manager to sign the change order.

BACKGROUND:

Placer County Health and Human Services (HHS) utilizes 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. The laser imaging and mailing services provided by BIT California assist the County in maintaining mandated correspondence with its CalWIN clients. Through this service, clients are notified in writing of any changes in their eligibility status or benefits. Due to an increase in the number of eligible clients receiving aid and the expansion of Medi-Cal eligibility (Affordable Care Act), this BPO requires an increase of \$50,000 to meet these additional needs.

FISCAL IMPACT:

These additional expenditures are included in the Department's FY 2013-14 Final Budget (\$38,000) and the FY 2014-15 Proposed Budget (\$12,000). This cost is funded with 95 percent Federal and State funds and 5 percent required County General Fund match.

cc: Procurement Services

