

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BW*  
DATE: January 6, 2015  
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 for the period of March 1, 2015 through February 29, 2016, in the maximum amount of \$265,200, funded 95 percent by Federal and State revenues and 5 percent with required County General Fund match;
2. Approve the option to renew for an additional one-year term for the period of March 1, 2016 through February 28, 2017 as long as the renewal amount does not exceed 10 percent of the recommended contract award amount of \$265,200; and
3. Authorize the Purchasing Manager to sign the resulting blanket purchase orders.

**BACKGROUND**

Placer County Health and Human Services 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 Document Fulfillment Services (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 March 12, 2013, your Board approved the continued use of the Sacramento County contract with DFS. 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.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$265,200 and to authorize the Purchasing Manager to sign the related BPO.

**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 \$265,200. The department has budgeted appropriately for these services in the department's FY2014-15 budget.

cc: Susan Kimbley, Interim Director – HHS, Human Services

