

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION AUTHORIZING AN AGREEMENT WITH DOCUMENT FULFILLMENT SERVICES, INC. TO PROVIDE DISTRIBUTION OF CLIENT CORRESPONDENCE FOR THE TERM OF SEPTEMBER 1, 2020 THROUGH JUNE 30, 2022 AND FOR A TOTAL OBLIGATION AMOUNT NOT TO EXCEED \$900,000

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the Welfare Client Data System (WCDS or the Consortium) is a consortium of eighteen (18) counties in California that share an automated system called CalWIN; and

WHEREAS, CalWIN is an integrated on-line, real-time automated system with 26 subsystems to support eligibility and benefits determination, client correspondence, management reports, interfaces, and case management for public assistance programs; and

WHEREAS, the client correspondence subsystem of CalWIN produces Notices of Action (NOAs) and other correspondence generated based on actions completed within the CalWIN system for benefit issuance, employment services, childcare, benefit calculations, client correspondence, case management, and reporting for the CalWORKs, Medi-Cal, CalFresh, Foster Care, and Cash Assistance Program for Immigrants (CAPI); and

WHEREAS, in June 2017, Sacramento County, the lead agency for the

Consortium, completed a Request for Proposals (RFP#8352) for print management services and issued a 5-year agreement to Document Fulfillment Services, Inc.; and

WHEREAS, each Consortium County processed its own agreement with DFS, and after receiving approval from your Board, by Resolution No. 075436, the Human Services Agency (HSA) entered into an agreement with DFS for the term of September 1, 2017 through August 31, 2020 for a total obligation amount not to exceed \$1,500,000; and

WHEREAS, San Mateo County is required to send to client related correspondence to its benefit applicants and recipients; and

WHEREAS, for these reasons, HSA is requesting authorization to enter into an agreement with DFS for the term of September 1, 2020 through June 30, 2022 with same payment rates for service to be in conjunction with the Consortium and to continue providing client correspondence as required by the State; and

WHEREAS, there has been presented to this Board of Supervisors for its consideration and acceptance an agreement, reference to which is hereby made for further particulars, whereby DFS shall provide services relating to the generation, handling, printing, and sending of client correspondence from CalWIN for the term of September 1, 2020 through June 30, 2022 for a total obligation amount not to exceed \$900,000; and

WHEREAS, this Board has approved the agreement as to both form and content and desires to enter into the agreement.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of the Board be and is hereby authorized and directed to execute said agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

BE IT FURTHER RESOLVED that the HSA Director or designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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