



## County of San Mateo

### Justification of Cooperative (Piggyback) Agreement

#### Requestor Information

Date of Submission: 5/5/2021

Department: Treasurer-Tax Collector

Contact Name: Gina Luiz

Contact Phone Number: (650) 599-7230

Contact Email: ginamluiz@gmail.com

Amount of contract to be awarded: \$1,200,000.00

#### Cooperative Agreement Agency Information

Agency Name: County of Fresno

Date Contract was Awarded: April 27, 2021

Type of Service: Commodity  Services  Professional Services

#### 1. Concise Summary of Commodity or Service that is being requested:

Printing and mailing services for property tax bills, related inserts, envelopes, and other products related to the mailing of property tax bills, as well as certified mail and other correspondence related to Secured, Supplemental, and Unsecured Property Tax in San Mateo County.

#### 2. Overview of the competitive or sole source process utilized by the cooperative agency, other entity in procuring the contract:

Fresno County conducted an RFP for printing and mailing services in November 2020. Their RFP Bid Review Committee reviewed six written proposals and requested samples from the top 4 bidders. The committee met on January 14, 2021 and unanimously selected InfoSend, Inc. Their contract was approved by the Fresno County Board of Supervisors on April 27, 2021.

#### 3. Why the pricing offered under the contract is better than what the County can otherwise obtain, or that the administrative benefits of using the contract outweighs any likely cost difference:

The benefit of entering a cooperative agreement allows for competitive pricing. We will continue to have the current contract's pricing with minor increases in cost.

Fresno County has a similar scope of work for print and mail services for their property tax bills. Their agreement with InfoSend, Inc. was approved by their Board of Supervisors on April 27, 2021. The San Mateo County Treasurer-Tax collector department reviewed the Fresno County RFP and bids and determined that the scope of services is in line with our current needs.

**4. Description of due diligence undertaken prior to seeking a piggyback approval, including but not limited to:**

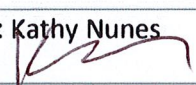
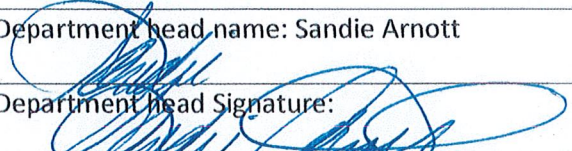
- Comparing the contracts available for the required product or service, conducting market research, and evaluating whether the use of another agency's contracts is in the best interest of the County.
- Reviewing the contract for conformance with applicable laws and best practices.
- Analyzing the product or service specifications, price, terms and conditions and other factors such as: cost to utilize the contract, shipping, minimum spending requirements, and availability of contract documentation, to ensure that the contract produces best value.
- Contracting the lead agency to verify contract application and eligibility.

In addition to the due diligence described, the Treasurer-Tax Collector department met with Procurement to discuss the details of the Fresno County RFP and how it compared to the scope of work in our draft RFP. We also requested documents from Fresno County including the RFP and the samples that were submitted from the bidders. Fresno County provided us with a copy of their agreement with InfoSend, Inc.

**5. Include a copy of the full competitive solicitation and executed contract that will be piggybacked with the justification memorandum.**

- Solicitation is included  
Month and Year when solicitation was issued November 2020
- Executed contract is included  
Expiration date of the contract 4/26/2024

**Departmental Approval for Justification of Cooperative Agreement:**

Requester Name: Gina Luiz	Date: 4/29/2021
Manager name: Kathy Nunes	Date: 4/29/2021
Manager Signature: 	
Department head name: Sandie Arnott	Date: 4/29/2021
Department head Signature: 	

**Procurement Division**

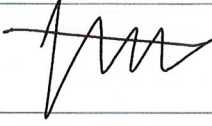
- Approved**       **Denied**

**Notes:**

Procurement Manager: Jas Sandhar

Date: 5/10/2021

Procurement Manager Signature:

A handwritten signature in black ink, appearing to be 'Jas Sandhar', written over a horizontal line.

## Mina Naziruddin

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**From:** Jas Sandhar  
**Sent:** Monday, May 10, 2021 10:23 AM  
**To:** Gina Luiz  
**Cc:** Mina Naziruddin  
**Subject:** RE: InfoSend Inc. - Justification of Cooperative Agreement, Memo and Reso  
**Attachments:** Justification of Cooperative Agreement - InfoSend Inc.pdf

Hi, I couldn't edit and check the box, this is approved.

Thanks

**Jas Sandhar, MBA**  
Procurement Manager  
455 County Center  
Redwood City, Ca. 94063  
Ph# 650-363-4408



**COUNTY OF SAN MATEO**

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**From:** Gina Luiz <gluiz@smcgov.org>  
**Sent:** Friday, May 7, 2021 10:20 AM  
**To:** Jas Sandhar <jsandhar@smcgov.org>  
**Cc:** Mina Naziruddin <mnaziruddin@smcgov.org>  
**Subject:** InfoSend Inc. - Justification of Cooperative Agreement, Memo and Reso

Hello,

Jas, I am attaching the revised Justification of Cooperative Agreement form and the memo and reso for InfoSend, Inc. If you would please review and sign the Justification of Cooperative Agreement form and send it back to Mina and I that would be great. Also, per your instruction I added language to the memo and reso to request a competitive waiver. If you would please read through the documents and let us know if the verbiage is adequate that would be helpful.

I will be out of the office Monday, May 10-Monday, May 17. For questions regarding InfoSend, please contact Mina Naziruddin in my absence.

Thank you,

Gina M. Luiz  
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