

**RESOLUTION NO. \_\_\_\_\_**

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

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**RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH  
DOCUMENT FULFILLMENT SERVICES, INC., TO EXTEND THE TERM BY 24  
MONTHS FOR A NEW TERM OF SEPTEMBER 1, 2020 THROUGH JUNE 30,  
2024 AND INCREASE THE TOTAL OBLIGATION AMOUNT BY \$450,000 FOR A  
NEW TOTAL OBLIGATION AMOUNT NOT TO EXCEED \$1,350,000**

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

**WHEREAS**, San Mateo County is one of 18 counties that make up the Welfare Client Data System (WCDS) Consortium which shares an automated eligibility system called CalWIN which is an integrated on-line, real-time, automated system that supports eligibility and benefits determination, case management for public assistance, client correspondence and reports; and

**WHEREAS**, the client correspondence subsystem of CalWIN produces Notices of Action (NOAs), and other correspondence, in English and twelve other languages necessary for benefit calculations and issuance, employment services, childcare and reporting for the CalWORKs, Medi-Cal, CalFresh, Foster Care, and Cash Assistance Program for Immigrants; and

**WHEREAS**, after obtaining Board approval on September 15, 2020, by Resolution No. 077717, the County entered into an agreement with Document Fulfillment Services, Inc (DFS) for the term of September 1, 2020 to June 30, 2022 and a total obligation amount not to exceed \$900,000 to provide CalWIN client correspondence and print distribution services; and

**WHEREAS**, in order for the State to continue receiving Federal Financial Participation (federal sponsorship) for the State Automated Welfare System in California, the Centers for Medicare and Medicaid Services (CMS) and the Food and Nutrition Service (FNS) are requiring California to implement a single statewide system called CalSAWS by the end of 2023 to maintain federal sponsorship; and

**WHEREAS**, all CalWIN counties will be converted and migrated to the CalSAWS system in six waves over a 13-month timeframe from October 2022 to October 2023 and San Mateo County is part of wave four which is anticipated to be completed by July 2023; and

**WHEREAS**, HSA requests to enter into an amendment with DFS to extend the term by 24 months for a new term of September 1, 2020 through June 30, 2024 and increase the total obligation amount by \$450,000 for a new total obligation amount not to exceed \$1,350,000 to continue providing CalWIN client correspondence and distribution services until the County fully migrates to the new CalSAWS system; and

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

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED**, that the President of the Board be and is hereby authorized and directed to execute said amendment 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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