



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HEALTH

**File #:** 24-538

Board Meeting Date: 6/25/2024

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Louise F. Rogers, Chief, San Mateo County Health  
Heather Forshey, Director, Environmental Health Services

**Subject:** Amendment to the Agreement with BMS Technologies for Printing, Processing, and Mailing Services.

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with BMS Technologies to provide printing, processing, and mailing services, for the term of July 1, 2017 through June 30, 2025, to an amount not to exceed \$309,712.

**BACKGROUND:**

Since 2009, Environmental Health Services (EHS) has used contracted services for invoice, notification, and permit printing, processing, and mailing. In December 2016, EHS issued a Request for Proposal for these services. The proposal from BMS Technologies (BMS) was selected because BMS provided the most comprehensive, concise, and cost-effective proposal.

On June 6, 2017, the Board of Supervisors approved an agreement with BMS for the term of July 1, 2017, through June 30, 2022.

On June 15, 2022, EHS amended the original contract with BMS to extend the original term end date from June 30, 2022, to the amended term end date of June 30, 2024, as EHS was beginning to transition to a new Salesforce-based record management system.

On February 26, 2024, EHS executed a second amendment to the original contract to incorporate Attachment J and increase the amount of the agreement by \$25,000 to a maximum amount of \$234,712.

Retaining BMS Technologies as the invoice, notification and permit printing, processing, and mailing contractor has and will enable EHS to continue an efficient integration of data and provide services to individuals and businesses that rely on printed mail communication with EHS.

**DISCUSSION:**

EHS initially used contracted services for invoice, notification, and permit printing, processing, and

mailing because its previous records management system software was not able to print invoices and records for regulated facilities. However, EHS has recently migrated to a new Salesforce-based records management system that has the capability to electronically send out invoices and permits when account owners have and share their electronic contact information. As it transitions account owners to the new Salesforce-based platform, EHS will still need printing, processing, and mailing services from BMS for individuals and owners that choose to or cannot communicate with EHS electronically.

In our effort to meet this service need described above, EHS is requesting to extend the agreement term date from the current date of June 30, 2024, to a new term end date of June 30, 2025. EHS is also requesting an increase to the agreement to cover the cost of these services incurred during this transition. This one-year extension will also allow EHS to run an RFP for these services to competitively select a vendor in FY24-25.

The resolution contains the County's standard provisions allowing amendment of the County fiscal obligations by a maximum of \$25,000 (in aggregate).

The agreement and resolution have been reviewed and approved by County Attorney as to form.

The County Procurement has approved a waiver request to extend the agreement by two years through June 30, 2026. However, EHS will embark on a Request for Proposal during the upcoming FY2024-25.

It is estimated that the total staff hours that would need to be spent manually printing, processing, and mailing invoices, notifications and permits without these contracted services by this amendment will decrease from 1040 hours to 104 hours (10%).

**PERFORMANCE MEASURE:**

Measure	FY 2023-24 Estimated	FY 2024-25 Estimated
Total number of staff hours spent manually printing, processing, and mailing invoices, notifications and permits.	1040 hours	104 hours

**FISCAL IMPACT:**

The term of this amendment to the agreement extends the current term date from July 1, 2017, through June 30, 2024, to the amended term date of July 1, 2017, through June 30, 2025. The term amount of this agreement is increased from the current amount of \$234,712 to a new amount not to exceed \$309,712. Funds are included in the EHS FY 2024-25 Recommended Budget. There is no Net County Cost since EHS is 100% funded by grants and revenue generated by collecting permitting and inspection fees.