



County of San Mateo

Inter-Departmental Correspondence

Department: HEALTH

File #: 16-211

Board Meeting Date: 6/6/2017

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Louise Rogers, Chief, Health System
Heather Forshey, Director, Environmental Health Services

Subject: Agreement with BMS Technologies for Processing, Printing, and Mailing Services

RECOMMENDATION:

Adopt a resolution authorizing an agreement with BMS Technologies to provide processing, printing, and mailing services to the Environmental Health Services for its billing and service statements/invoices, for the term of July 1, 2017 through June 30, 2022, in an amount not to exceed \$209,712.

BACKGROUND:

Environmental Health Services (EHS) has used contracted services for its billing and service statements/invoices for many years. In December 2016, EHS issued a Request for Proposals (RFP) for these services. The proposal from BMS Technologies (BMS) was selected because it was the most comprehensive, concise, and cost-effective proposal.

DISCUSSION:

Environmental Health Services (EHS) is supported by grant funding and the revenue generated by collecting, permitting, and inspection fees. This agreement will enable EHS to bill for the services it provides in a timely and cost effective manner, allowing EHS staff to focus on delivering services to their clients.

Of the five proposals received in response to EHS's RFP, BMS was the only vendor who met the level of service required for EHS's contracting needs. BMS, located in Bend, OR, is requesting the approval of a waiver for the County of San Mateo Living Wage Ordinance due to: (1) all work for the agreement is being performed in the state of the Oregon; and (2) the difficulty of paying its staff a different rate of pay while performing the same work for BMS' other clients.

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 Counsel as to form.

The County's Contract Compliance Committee has approved a waiver request for a five-year term. ISD has reviewed and approved the IT component of this agreement.

This agreement contributes to the Shared Vision 2025 of an Environmentally Conscious Community by reducing staff time spent manually processing and mailing monthly Cross Connection testing notifications, as well as reducing actual print and mailing costs. It is anticipated that the annual cost for processing, printing, and mailing Cross Connection test notifications will decrease by 75%.

PERFORMANCE MEASURES:

Measure	FY 2016-17 Estimated	FY 2017-18 Projected
Percentage of annual cost for processing, printing, and mailing Cross Connection test notifications will decrease by	NA*	75% \$27,000

FISCAL IMPACT:

The term of the agreement is from July 1, 2017 through June 30, 2022. The amount of the agreement is not to exceed \$209,712 for the four-year term. Appropriations with offsetting revenue in the amount of \$34,991 will be included in the EHS FY 2017-18 Recommended Budget. Appropriations with offsetting revenue in the amount of \$38,331 will be included in the EHS FY 2018-19 Recommended Budget. Similar appropriations will be included in future years. There is no net County cost, since by EHS is 100% funded by grants and revenue generated by collecting, permitting, and inspection fees.

RFP Matrix: See Attachment 1