



# County of El Dorado

330 Fair Lane, Building A  
Placerville, California  
530 621-5390  
FAX 622-3645  
[www.edcgov.us/bos/](http://www.edcgov.us/bos/)

## Legislation Text

**File #:** 08-1113, **Version:** 1

Human Services Department recommending Chairman be authorized to sign retroactive Agreement for Services 509-S0810 with Neopost, Inc. in the amount of \$9,384 for the term October 1, 2007 through September 30, 2011 for the provision of maintenance and support services for Neopost mailing system and desktop folder/stuffer machine.

**RECOMMENDED ACTION:** Approve.

**FUNDING:** Funding sources are 85% Federal/State Social Services Allocation with a 15% County match.

BUDGET SUMMARY:		
Total Estimated Cost		\$9,384.00
Funding		
Budgeted	\$9,384.00	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$9,384.00	
Change To Net County Cost		\$0.00

Fiscal Impact/Change to Net County Cost: No Change. The Agreement is funded by the Social Services allocation with required County match met primarily with non-General Fund resources. Funds were budgeted for FY 2007-08, are budgeted FY 2008-09 and will be included in the FY 2009-10 and 2010-11 County Budget Requests.

Background: At the request of the Department of Human Services, Procurement and Contracts issued Invitation to Bid 07-600-009 for the purchase, installation and maintenance of one (1) mailing system and one (1) desktop folder/stuffer machine. The bid included the first twelve (12) months of maintenance and support at no additional charge to the County and requested pricing for an optional 48-month maintenance and support plan commencing after the first year. On August 29, 2006, the Board of Supervisors awarded the bid to the lowest qualified bidder, Neopost, Inc. of Sacramento, CA. The machines were acquired as fixed asset purchase under the statutory authority of the Purchasing Agent and in accordance with the County's Purchasing Policies and Procedures.

Reason for Recommendation: The Department of Human Services (DHS) is charged with the responsibility of mailing legal and financial documents to DHS clients within strict deadlines to meet State and Federal mandates. The Neopost mailing system and desktop folder/stuffer greatly enhance the Department's ability to meet these critical timeframes, thereby greatly reducing the potential for

significant penalties being assessed to the County and possible loss of revenue for future DHS programs as a result of noncompliance issues. The mailing system also provides DHS with the ability to meet United States Postal Services requirements while processing high volumes of mail on short notice in an efficient and cost-effective manner. DHS processes over 250,000 pieces of mail per year, and the automation of the envelope stuffing function mitigates the impact of staff manually performing this duty.

Procurement and Contracts prepared Agreement #509-S0810 with Neopost, Inc. to allow DHS to exercise the additional 48-month maintenance and support plan option included in the bid. This Agreement is submitted for retroactive execution after extended negotiations with Neopost, which resulted in a favorable decrease in the originally quoted support plan option. Agreement for Services #509-S0180 was sent to Neopost for vendor execution on February 27, 2008. After a lengthy internal review by Neopost's counsel, the vendor-executed Agreement was received by the County on June 19, 2008. Per County Procurement Policy C-17, Board approval of the agreement is required because the term is in excess of three years. County Counsel and Risk Management have approved Agreement for Services #509-S0810. Copies of the Blue Route and Agreement are attached and on file with the Board Clerk.

Action to be taken following Board approval: Board Clerk to forward one (1) original of executed Agreement for Services #509-S0811 to the Department of Human Services, Social Services Division, at 3057 Briw Road, CA 95667. Auditor's Office to authorize payment of future invoices.

Contact: Doug Nowka (530) 621-6163

Concurrences: County Counsel and Risk Management