



SUMMARY REPORT

Agenda Date: 4/28/2020

To: Sonoma County Board of Supervisors

Department or Agency Name(s): General Services, Purchasing Division

Staff Name and Phone Number: Brenda Haas, 707-565-1791

Vote Requirement: Majority

Supervisorial District(s): All

Title:

Forms Management Blanket Purchase Order

Recommended Action:

Authorize the Purchasing Agent to execute Blanket Purchase Order and Amendments with one (1) Forms Management Contractor to provide services that shall include preparation, printing, delivery and warehousing of forms Countywide effective April 29, 2020, through April 28, 2021, with the option to extend for four (4) additional one (1) year periods, providing extensions are agreeable to both parties. The estimated cost of forms management services is expected to be approximately \$250,000 annually.

Executive Summary:

The proposed Blanket Purchase Order will provide forms management services that shall include preparation, printing, delivery and warehousing of forms for departments that have the need for these services. The Blanket Purchase will facilitate ease of payments by departments using these Blanket Purchase Orders for forms management services.

Contractor shall be responsible to consult with County departments to determine the appropriate quantity of forms to print and stock in the contractor's warehouse as well as print on demand forms.

Discussion:

County departments require forms management services that vary, and are dependent upon the department needs and specific forms utilized.

The General Services Purchasing Division currently maintains contracts for form management services on behalf of all County departments. County departments require forms that vary and are dependent upon the location and operations of the department. The proposed BPO will be made available for all County departments based upon each department's respective needs. County departments will utilize funding from their approved budgets to pay for forms and related services they may require. All forms shall be invoiced and paid as proposed within the Price Proposal Form, Attachment A to be included with the Blanket Purchase Order. Expenditures for form and related services over the past three years have been an average of \$250,000 annually.

Procurement

The Purchasing Division issued a Request for Proposal (RFP) on December 17, 2019 soliciting proposals for

forms management services that includes the preparation, printing, delivery and warehousing of forms. Three (3) responses were received and evaluated based on the following criteria: responsiveness; demonstrated ability to perform services; experience, qualifications and expertise; quality of work verified by references; cost relative to scope of services; willingness to accept the County's contract terms; environmentally preferable and sustainable business practices; locality of the Proposer; and any additional information provided such as financials or training.

National Print & Promo demonstrated a solid record of service, the ability to perform required work, comparable pricing, and received excellent references. The County of Sonoma Purchasing Agent recommends that the County enter into a Blanket Purchase Order Agreement with National Print & Promo for forms management services.

Departments use existing appropriations to pay for these services. There is no net budget impact associated with the requested action.

Prior Board Actions:

None

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

There is no fiscal impact as funds necessary for these services are within the existing departmental budget appropriations. Fees for forms are paid through the approved budget of each department utilizing the services. The estimated average countywide cost of these services is \$250,000 annually.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Agenda Date: 4/28/2020

--	--	--	--

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Attachment A - Price Proposal Form Update 1-8-20

Related Items "On File" with the Clerk of the Board:

On File 1 - RFP Document Forms Management Update

On File 2 - Addendum No. 1

On File 3 - Addendum No. 2

On File 4 - RFP Forms Management Questions and Answers