



# county of Santa Cruz

## HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95080

(408) 454-4130 OR 4544045

FAX: (408) 454-4842

April 5, 1999

Agenda: April 13, 1999

### BOARD OF SUPERVISORS

County of Santa Cruz  
701 Ocean Street  
Santa Cruz, California

### **AUTHORIZATION TO RENEW CONTRACT WITH SACRAMENTO SERVICES AND DEVELOPMENT CORPORATION FOR DIRECT MAIL ISSUANCE OF FOOD STAMP COUPONS**

Dear Members of the Board:

On May 20, 1997, your Board authorized the Human Resources Agency Administrator to execute a contract with Sacramento Services and Development Corporation (SSDC) for direct mail issuance of food stamp coupons for the period July 1, 1997 through June 30, 1999. The contract included an option for renewal, at the same rate without rebidding, for a period not to exceed one year. This contract renewal would be contingent upon your Board's adoption of the Human Resources Agency's budget for the year 99/2000.

IT IS THEREFORE RECOMMENDED that your Board approve the attached contract amendment effective July 1, 1999, and direct the Human Resources Agency Administrator to execute the amended contract with Sacramento Services and Development Corporation for the period July 1, 1999 through June, 2000.

Very truly yours,

*Cecilia Espinola (ET)*

CECILIA ESPINOLA  
Administrator

CE/lh

RECOMMENDED:

*Susan A. Mauriello*

Susan A. Mauriello  
County Administrative Officer

## Amendment to Human Resources Agency Contract #81445

The County of Santa Cruz, by and through the Human Resources Agency, hereinafter referred to as "COUNTY" and SACRAMENTO SERVICE AND DEVELOPMENT CORPORATION, hereinafter referred to as "CONTRACTOR" hereby modify contract #81445 which originally provided services from July 1, 1997 through June 30, 1999. The purpose of this Amendment is to further extend the term of the contract by 12 months. The provisions of this Amendment shall be effective from July 1, 1999, through June 30, 2000. All other provisions of said contract shall remain the same.

(A) Article I, Paragraph 4. is amended to read:

4. The term of this contract shall be from July 1, 1999, through June 30, 2000

(B) Article V, Paragraph 37, is amended to read:

37. This is a fixed fee contract. CONTRACTOR's fee per transaction, hereinafter referred to as the "transaction fee", is supported by the Contract Budget which by reference is made a part thereof. The amount of the transaction fee shall be \$0.70 for each authorized transaction per month.

The transaction fee shall not include the cost of postage.

The above transaction fee shall be valid for the contract term of July 1, 1999, through June 30, 2000.

(C) Article V, Paragraph 40, is amended to read:

40. CONTRACTOR shall establish and maintain a bookkeeping system for all CONTRACTOR operations. All such books, records and accounts shall be closed and balanced as of close of business September 30, 1999 and March 31, 2000. Said periods are referred herein as the "settlement period". Within 30 days following the close of each settlement period CONTRACTOR shall provide COUNTY with a food stamp settlement showing food stamp coupon inventory covering period.

In making this accounting and settlement, coupon book overages shall be applied against coupon book shortages. Coupon book overages remaining after offsets shall not be carried into the next settlement period. The food stamp settlement statements shall be accompanied and supported by 1) a monthly analysis of actual and documented mail issuances, and 2) a comparison of the FCS 250 count and the actual inventory count of coupons in the CONTRACTOR's possession at the close of the settlement period. (These settlement schedules do not relieve the CONTRACTOR of responsibility for the filing of monthly reports using such forms as prescribed by the State Food Stamp Regulations and State Food Stamp Policy letters.)

(D) Article VII, Paragraph 65, is amended to read:

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65. CONTRACTOR shall post \$20,000 in cash or a performance bond upon entering into this contract to ensure commencement of business as of July 1, 1999, and to insure the faithful performance of this contract during the contract term. Said cash or bond shall be forfeited if CONTRACTOR does not carry out provisions as required by the contract, unless nonperformance is found to be the direct result of an act of God, or other natural cause which can be determined to be beyond the control of the CONTRACTOR. Said cash posting or bond shall be in effect at all times during the term of the contract.

(E) Article IX, Paragraph 76, is amended to read:

76. CONTRACTOR shall meet all contractual provisions as of the July 1, 1999 effective date of this contract. COUNTY may terminate this contract and CONTRACTOR shall forfeit its performance bond if failure to meet said provisions is due solely to the CONTRACTOR.

COUNTY OF SANTA CRUZ

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Human Resources Agency Administrator

Dated: 3/23/99

By: CONTRACTOR  
Roberta M. Goff  
Contractor's Auth. Representative  
Roberta M. Goff, President

Typed Name/Title  
Sacramento Service &  
Development Corporation

Organization  
2425 Alhambra Blvd., Suite A

Address

Sacramento CA 95817

City State Zip

94-1747120

Tax ID# or Social Security #

APPROVED AS TO FORM:

Joe M. Scott  
ant. County Counsel

Distribution: Human Resources Agency  
County Administrative Office  
County Counsel  
Auditor-Controller  
CONTRACTOR  
Risk Management

COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

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TO: Board of Supervisors  
County Administrative Officer  
County Counsel  
Auditor-Controller

FROM: Human Resources Agency (Dept.)  
W. A. Alcorn (Signature) 3/20/99 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the County of Santa Cruz Human Resources Agency (Agency)  
2425 Alhambra Blvd., Suite A  
and Sacramento Services and Development Corporation, Sacramento, CA 95817 (Name & Address)
2. The agreement will provide direct mail issuance of Food Stamp coupons
3. The agreement is needed to provide the above
4. Period of the agreement is from 7/1/99 to 6/30/00
5. Anticipated cost is \$ 129,600.00 (~~Fixed amount, Monthly rate, Not to exceed~~)
6. Remarks: Amendment to extend contract #81445 term through 6/30/00. \$.070 per transaction  
plus postage. Contact: P. Demarest x 4065
7. Appropriations are budgeted in 392100 (Index#) 4500 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. \* Contract No. 0091445 Date 3/31/99  
are not will be

\* SUBJECT TO 99-2000 BUDGET APPROVAL

GARY A. KNUTSON, Auditor - Controller  
By Ronnie J. Silva Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the  
\_\_\_\_\_ to execute the same on behalf of the \_\_\_\_\_  
(Agency).

Remarks: \_\_\_\_\_ (Analyst)

County Administrative Officer  
By W. A. Alcorn Date 4/25

Agreement approved as to form. Date \_\_\_\_\_

Distribution:  
Bd. of Supv. • White  
Auditor-Controller • Blue  
County Counsel • Green •  
Co. Admin. Officer • Canary  
Auditor-Controller • Pink  
Originating Dept. • Goldenrod

\*To Orig. Dept. if rejected.

53 29 (6/95)

State of California )  
County of Santa Cruz ) ss  
I \_\_\_\_\_ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,  
State of California, do hereby certify that the foregoing request for approval of agreement was approved by  
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered  
in the minutes of said Board on \_\_\_\_\_  
County Administrative Officer  
By \_\_\_\_\_ Deputy Clerk