



County of Santa Cruz⁰¹⁵⁷

HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator
1000 Emeline Avenue, Santa Cruz, CA 95060
(831) 4644130 or 454-4045 FAX: (831) 454-4642

June 6, 2000

AGENDA: June 20, 2000

BOARD OF SUPERVISORS

county of Santa Cruz
701 Ocean Street
Santa Cruz. CA. 95060

AUTHORIZATION TO AMEND CONTRACT FOR DIRECT MAIL ISSUANCE OF FOOD STAMPS

Dear Members of the Board:

On May 20, 1997 your Board authorized the Human Resources Agency (HRA) Administrator to execute a contract with Sacramento Services and Development Corporation for the direct mail issuance of Food Stamp coupons. On April 13, 1999 your Board authorized the extension of that contract for an additional year through June 30, 2000.

As your Board may be aware, the issuance of Food Stamp coupons will be replaced by the Electronic Transfer of Benefits (EBT) – a federally mandated program which will allow Food Stamp program participants to access their benefits using a debit card. Timelines for implementation of this system by the state are not yet clear, so HRA has added a contract amendment to allow for cancellation of the contract in the event that EBT comes on-line prior to the end of the contract's term. In addition, the contract's fiscal provisions will be amended to change from a "per transaction" fee to a flat monthly charge. Funds for this contract are budgeted in HRA's FY 2000/2001 budget.

IT IS THEREFORE RECOMMENDED that your Board direct the Human Resources Agency Administrator to execute the attached contract amendment with Sacramento Services and Development Corporation for the period of July 1, 2000 through June 30, 2001.

Very truly yours,

CECILIA ESPINOLA
Administrator

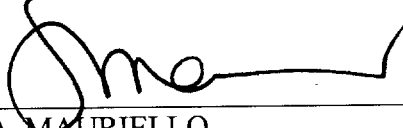
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BOARD OF SUPERVISORS

Agenda: AUTHORIZATION TO AMEND CONTRACT FOR DIRECT MAIL ISSUANCE OF
FOOD STAMPS

0158

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

CC: County Administrative Office
Auditor Controller
HRA-Fiscal

COUNTY OF SANTA CRUZ

REQUEST FOR APPROVAL OF AGREEMENT

0 1-59

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

FROM: Human Resources Agency (Dept.)
[Signature] (Signature) 6/2/00 (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, 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 7/1/00 to 6/30/01
5. Anticipated cost is \$ 107,400 (Fixed amount, Maximum, etc.; Not to exceed)
6. Remarks: Amendment to extend contract 91445 term through 6/30/01. \$4,125 per month plus postage. Contact: P. Demarest x4065
7. Appropriations are budgeted in 393100 (Index#) 4500 (Subobject)

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

Appropriations are available and have been encumbered. Contract No. 01445 Date 6/7/00
* SUBJECT TO THE APPROVAL OF THE 00/01 FY BUDGET
GARY A. KNUTSON, Auditor - Controller
By [Signature] Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the ERA Administrator to execute the same on behalf of the Human Resources Agency (Agency). County, Administrative Officer

Remarks: [Signature] (Analyst) By [Signature] Date 6/09/00
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

Tc Orig. Dept. if rejected.

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 _____ 19 _____. By _____ Deputy Clerk

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. AMENDMENT TO HUMAN RESOURCES AGENCY CONTRACT #91445

0160

The County of Santa Cruz, by and through the Human Resources Agency, hereinafter referred to as 'COUNTY' and SACRAMENTO SERVICES AND DEVELOPMENT CORPORATION, hereinafter referred to as "CONTRACTOR" hereby modify contract #91445 which originally provided services from July 1, 1997 through June 30, 2000. 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, 2000 through June 30, 2001. 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, 1997 through June 30, 2001.

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

37. This is a flat monthly fee contract. The CONTRACTOR'S fee per month is \$4,125.00. The CONTRACTOR'S fee shall not include the cost of postage. The above monthly fee shall be valid for the contract term of July 1, 2000 through June 30, 2001.

(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, 2000 and March 31, 2001. 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:

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, 2000 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, 2000 effective date of this contract. COUNTY may terminate this contract and CONTRACTOR shall forfeit its performance bond if failure to meet said provision is due solely to the CONTRACTOR.

(F) Article IX, Paragraph 78, is amended to read:

78. This contract shall terminate should the United States Government, State of California or COUNTY discontinue the Food Stamp Program or the direct mail issuance of coupons, or require the COUNTY to utilize an Electronic Benefit Transfer (EBT) system of food stamp benefit issuance.

COUNTY OF SANTA CRUZ

Dated: _____

By: _____
Human Resources Agency Administrator

CONTRACTOR

Dated: 2 June 2000

By: Debbie M. Zelenko Vice President
CONTRACTOR'S Auth. Representative

APPROVED AS TO FORM

Jane M. Scott

Roberta M. Goff, President
TypedName/Title

Sacramento Services And Development Corwration
Organization

APPROVED AS TO INSURANCE

Janet McKenney
6-6-2000

2425 Alhambra Blvd., Suite A
Address

Sacramento CA 95817
City Slate tip

94-1747120
Tax ID or Social Security #

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