



County of Santa Cruz

HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator

1000 Emeline Avenue, Santa Cruz, CA 95060
(831) 454-4130 or 454-4045 FAX: (831) 454-4642

May 24, 2002

AGENDA: June 11, 2002

BOARD OF SUPERVISORS

County of Santa Cruz
701 Ocean Street
Santa Cruz, CA. 95060

AUTHORIZATION TO AMEND CONTRACT FOR THE DIRECT MAIL ISSUANCE OF FOOD STAMP COUPONS

Dear Members of the Board:

On May 22, 2001, your Board authorized the Human Resources Agency (HRA) Administrator to amend the contract with Sacramento Service and Development Corporation (SSDC) for the direct mail issuance of Food Stamp coupons. The amendment extended the contract period through June 30, 2002. The purpose of this letter is to request your Board's approval of an amendment to the contract with Sacramento Service and Development Corp. extending the contract period for the period of July 1, 2002 through December 31, 2002 with an option to extend the period for an additional six months.

As you know, the direct mail issuance of Food Stamp coupons will be replaced by the Electronic Benefit Transfer system (EBT) – a federally mandated system which will allow Food Stamp program participants to access their benefits using a debit card. Your Board received an update on May 7, 2002 on the status of EBT implementation. Until the implementation of EBT in Santa Cruz, HRA recommends retaining SSDC as the vendor for direct mail services. They have provided consistent, professional service to the County since 1993.

The contract period will provide six months of direct mail service with an option to extend by an additional six months on a month-to-month basis. The additional time is to allow for service to continue if EBT implementation is delayed.

BOARD OF SUPERVISORS

page 2

Agenda: June 11,2002

**CONTRACT AMENDMENT FOR DIRECT MAIL
ISSUANCE OF FOOD STAMP COUPONS**

IT IS THEREFORE RECOMMENDED that your Board direct the Human Resources Agency Administrator to execute the attached contract amendment with Sacramento Service and Development Corp. for the period of July 1,2002 through June 30,2003.

Very truly yours,



CECILIA ESPINOLA
Administrator

CEARB

RECOMMENDED:



SUSANA A. MAURIELLO
County Administrative Officer

CC: County Administrative Office
Auditor Controller
HRA-Fiscal
Sacramento Service & Development Corp.

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: Human Resources Agency (Department)

BY: [Signature] (Signature) 5/31/02 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One) Expenditure Agreement [X] Revenue Agreement []

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

1. Said agreement is between the Santa Cruz County Human Resources Agency (Department/Agency)

and Sacramento Services and Development Corp. 2425 Alhambra Blvd Suite A (Name/Address)
Sacramento, CA 95817

2. The agreement will provide continued direct mail issuance of Food Stamp Coupons-
total contract period 7/1/97-12/31/02

3. Period of the agreement is from 7/1/2002 to 12/31/2002

4. Anticipated Cost is \$ 73,140 [] Fixed [] Monthly Rate [] Annual Rate [X] Not to Exceed

Remarks: w-9 on file Contact R. Brown x 4837

5. Detail: [] On Continuing Agreements List for FY - . Page CC- Contract No: 21445 OR [] 1st Time Agreement

- [X] Section II No Board letter required, will be listed under Item 8
[] Section III Board letter required
[] Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 392100 (Index) 3491 = \$48,390
4500 = \$24,750 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and have been encumbered.
are not available and will be encumbered.

Contract No: 21445

By: [Signature] Auditor-Controller Deputy

Date: 5/30/02

SUBJECT TO BUDGET APPROVAL

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize

HRS Administrator (Dept/Agency Head) to execute on behalf of the HRA

(Department/Agency)

Date: 5/30/02

By: [Signature] County Administrative Office

Distribution:

Board of Supervisors - White
Auditor Controller - Canary
Auditor-Controller - Pink
Department - Gold

State of California
County of Santa Cruz

I, [Signature] 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 ap-
proved by said Board of Supervisors as recommended by the County Administrative Office by an
order duly entered in the minutes of said Board on 20

ADM - 29 (8/01)
Title I, Section 300 Proc Man

By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

Table with columns: CO, Document No, JE Amount, Lines, H/TL, Keyed By, Date, TC110, Auditor Description, Amount, Index, Sub object, User Code

AMENDMENT TO HUMAN RESOURCES AGENCY CONTRACT #91445

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 #91445 which originally provided services from July 1, 1997 through June 30, 2002. The purpose of this Amendment is to:

- a) further extend the term of the contract by 6 months with an option for an additional 6 months

The provisions of this Amendment shall be effective from July 1, 2002 through June 30, 2003. 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, 2002 through December 31, 2002 with the option to extend the term an additional six months on a month-to-month basis.

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

37. This is a fixed fee contract. CONTRACTOR'S fee will be a flat rate of \$4,125.00 per month and is detailed in the Contract Budget (Attachment A) which by reference is made a part hereof. The flat fee does not include the cost of postage. The flat fee shall be valid for the contract term of July 1, 2002 through June 30, 2003.

(C) 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 insure commencement of business as of July 1, 2002, 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.

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

76. CONTRACTOR shall meet all contractual provisions as of the July 1, 2002 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: May 17, 2002

CONTRACTOR
By: Debra M. Zaherbo
CONTRACTOR'S Auth. Representative

APPROVED AS TO FORM

Marie Costa 5-23-02
County Counsel

Roberta M. Goff, President
Typed Name/Title

Sacramento Service & Development Corporation
Organization

APPROVED AS TO INSURANCE

Janet McKinley 5-22-2002
Risk Management

2425 Alhambra Blvd., Suite A
Address

Sacramento CA 95817
City State Zip

94-1747120
Tax ID or Social Security #

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

COUNTY OF SANTA CRUZ
ANNUAL BUDGET
JULY 1,2002 – DECEMBER 31,2002

CONTRACTOR: SACRAMENTO SERVICE & DEVELOPMENT CORPORATION

FLAT FEE: \$24,750 SEMI- ANNUALLY

Salaries & Wages	\$	11,124
Employee Benefits	\$	2,140
Outside service	\$	3,243
Rent	\$	2,006
Telephone & utilities	\$	743
Office supplies & expense	\$	631
Insurance	\$	1,493
Taxes & licenses	\$	55
Dues & Subscriptions	\$	34
Interest expense	\$	34
Travel & transportation	\$	292
Amortization & Depreciation	\$	300
Repairs & maintenance	\$	143
Seminars, training, miscellaneous	\$	248
Total expenses	\$	22,486
Profit	\$	2,264

May 17,2002

**ASSURANCE OF COMPLIANCE
WITH THE HUMAN RESOURCES AGENCY**

**NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS**

**Sacramento Service & Development Corporation
NAME OF VENDOR/RECIPIENT**

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Acts of 1964 as amended; Section 504 of the Rehabilitation Acts of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977 as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code, Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940(c), (h) (l), (i), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations 98000 - 98413, and other applicable federal and state laws, as well as their implementing regulations (including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Date May 17, 2002


Director's Signature

Address of Vendor/Recipient: 2425 Alhambra Blvd.
Sacramento, CA 95817