



## Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.  
Printing, inserting, and mailing of the Fresno County tax bills and notices. Vendor will also design/update tax bills and notices as need by the County.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.  
Document Fulfillment Services (DFS)  
James Gilbride, President & CTO  
jgilbride@dfsmail.com  
916-266-7959  
2930 Ramona Ave, # 100, Sacramento CA 95826
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.  
The pricing will vary based on the number of bills and other notices that are mailed and any special design work requested by the County. DFS has agreed to keep the pricing per item and hourly charges the same as their most recent contract. The County will require additional one time work to redesign new tax bills and notices for the new property tax system (Megabyte) which will incur costs greater than the previous contract. We anticipate the pricing to not exceed 2,000,000 during the five year term.
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.  
Document Fulfillment Services (DFS) is our current vendor and meets our needs. The County is in the process of implementing a new property tax system (Megabyte). This is an extra ordinary large conversion and has been given a deadline of July 2019. In order to meet this deadline, the County must redesign all of its tax bills and notices and program and test all changes into Megabyte prior to July 2019. This requires working with DFS to update the tax bills presently and past the current contract end date of Feb 28, 2019. Going out to bid and possibly selecting a new vendor would not allow enough time to make the necessary programming and formatting changes needed and would jeopardize the implementation date of July 2019.
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.
  - ☐ In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
  - ☐ When the contract is with a federal, state, or local governmental agency.
  - ☐ When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$2,500 whichever is more.
  - ☐ When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
  - ☐ When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
  - ☒ When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.  
The property tax system conversion is a massive undertaking for multiple departments. DFS meets our current and ongoing needs. In addition, DFS has begun to make the necessary updates and that work will continue past the current contract end date of February 28, 2019.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.  
DFS is the County's current vendor and was awarded the current contract through a competitive bidding process. DFS has begun to make the necessary updates for Megabyte. Selecting any other vendor would jeopardize the targeted implementation date of July 2019.

mdhaliwal 1/30/2019 8:29:41 AM

Requested By:

A&F Division Chief

Title

[Sign](#) Double click!

**I approve this request to suspend competition for the service(s) and/or product(s) identified herein.**

ogarcia 1/30/2019 11:22:37 AM

Department Head Signature

[\[✕ Sign\]](#) Double click!

gcornuelle 2/1/2019 7:22:09 AM

Purchasing Manager Signature

[\[✕ Sign\]](#) Double click!