



County of Fresno

Hall of Records, Rm. 301
2281 Tulare Street
Fresno, California
93721-2198

Legislation Text

File #: 19-0770, **Version:** 1

DATE: July 9, 2019

TO: Board of Supervisors

SUBMITTED BY: Paul Dictos, C.P.A., Assessor-Recorder
Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Agreement with Pro Document Solutions, Inc., DBA ProvoteSolutions

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute an Agreement with Pro Document Solutions, Inc., DBA ProvoteSolutions, for various print and mail services, effective upon execution, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$625,000

Approval of the recommended action will authorize Pro Document Solutions, Inc., DBA ProvoteSolutions ("ProvoteSolutions") to provide various print, mail, and document preparation services to the Assessor-Recorder's Office for the purposes of disseminating and gathering property assessment-related information to and from taxpayers. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board could:

- 1) Direct staff to negotiate and draft an agreement with the second-ranked bidder for print and mail services; or
- 2) Direct staff to issue a new Request for Proposal (RFP) for print and mail services for the Assessor-Recorder's Office.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Costs are estimated not to exceed \$625,000 for the term of this agreement. Sufficient appropriations and estimated revenues are included in the FY 2019-20 Recommended Budget for Assessor-Recorder Org 0420. Costs for additional years will be included in subsequent requested budgets.

DISCUSSION:

On February 14, 2019, the County of Fresno, on behalf of the Assessor-Recorder's Office, issued Request for Proposal (RFP) No. 19-042 for Assessor Forms Printing and Mailing Services to eight hundred and sixty-eight (868) vendors registered in Public Purchase. The response period closed on March 14, 2019, and eight vendors responded: BIT California LLC DBA Document Fulfillment Services; Corporate Mailing Services; Mail Stream Inc.; The Master's Touch LLC; Metro Print and Mail Solutions; The Presort Center of Fresno LLC; ProvoteSolutions; and DataStream Designs, Inc. However, DataStream Designs, Inc.'s proposal was not included for evaluation, as they withdrew their proposal.

An evaluation panel composed of representatives from the Assessor-Recorder's Office and Internal Services

Department evaluated each proposal solely based on the requirements of the RFP. Each evaluator individually reviewed each proposal on its own merit, based on bidder-provided data, capability, and qualifications.

The evaluation panel recommended the proposal submitted by ProvoteSolutions as the number one selection to provide printing and mailing services under the terms of the RFP. The recommendation for award is based on: an extensively detailed proposal that included comprehensive information of its company organization, extensive security protocols, high quality control standards, and various plans for failure recovery. In addition, ProvoteSolutions submitted a competitively priced cost proposal and offered adequate turnaround time on document production. The evaluators concluded that ProvoteSolutions had the expertise, experience, and knowledge that would best benefit the County in meeting the RFP requirements. Overall, the evaluators concluded that the proposal from ProvoteSolutions better met the RFP requirements than the proposals received from the other responding vendors.

Approval of the recommended agreement will allow the Assessor-Recorder's Office to obtain print, mail, and document preparation services for the purposes of disseminating and gathering property assessment-related information to and from taxpayers.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement

CAO ANALYST:

Yussel Zalapa