

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

319



FROM: Department of Public and Social Services

SUBMITTAL DATE:
June 28, 2011

SUBJECT: Approve the Single Source Agreement with National Gift Card Corp to provide Gasoline Debit Cards for GAIN

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and authorize the Purchasing Agent to Single Source Purchase gasoline debit cards with National Gift Card Corporation for an amount not to exceed \$200,000 annually for the period of 7/1/11 to 6/30/12, annually renewing for an additional 2 years.
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option, based on the availability of fiscal funding, and to sign Purchase orders that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates.

Susan Loew

Susan Loew, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 200,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	11-12

SOURCE OF FUNDS: Federal Funding: 64% State Funding: 31%; County Funding: 5%		Positions To Be Deleted Per A-30	<input type="checkbox"/>
		Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

Dept't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: All

Agenda Number:

3.36

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

Purchasing: *[Signature]*
Mark Seiler, Assistant Director
County Purchasing Department

Departmental Concurrence

County Counsel

TO: BOARD OF SUPERVISORS

DATE: June 28, 2011

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BACKGROUND

DPSS provides employment-related services to participants in the CalWORKs Welfare to Work program, the Food Stamp and Training program and the CAL-Learn program. These programs each offer temporary assistance to individuals and families and also supportive services to enable clients to obtain the services that they need to gain self-sufficiency and independence.

Among the supportive services offered is assistance with transportation by either issuing bus passes or gas cards of an equivalent value, which is a maximum amount of \$45.00 per month. The gas cards are issued in \$15 increments and are restricted for gas purchases only. On average, approximately 565 cards are issued per month. In addition, due to the liquidity of the debit cards, the Department instituted a strict protocol to ensure that the gas cards are kept secure and all issuances are properly tracked for audit purposes.

In order to select a company from which to obtain the debit cards, Purchasing issued Requests for Proposal (RFP) DPARC-188 mailing solicitations to 11 companies and advertising on the County's Internet. Only one response was received from National Gift Card Corporation. Purchasing contacted the vendors to inquiry why there was no response, receiving a variety of reasons. Five of the vendors questioned said they would respond if the County rebid the requirements, so on that basis, County Purchasing released a second RFP, DPARC-211. Again, National Gift Card Corporation was the only response received.

The proposal was reviewed by an evaluation team consisting of personnel from Purchasing and DPSS and was found responsive and responsible.

The previous vendor cost was \$15.05 per card.
The new vendor cost is \$14.92 per card.

Based on a determination of price reasonableness, the evaluation committee recommends that the award be given to National Gift Card Corporation vendor for an annual amount of \$200,000.

REVIEW/APPROVAL: Purchasing and County Counsel concurs with this request.

Date: May 19, 2011
From: Susan Loew Department/Agency: Department of Social Services
To: Board of Supervisors/Purchasing Agent
Via: Purchasing Agent
Subject: Sole Source Procurement; Request for Gasoline Debit Cards

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. **Supply/Service being requested: Gasoline debit Cards**
2. **Supplier being requested: National Gift Cards**
3. **Alternative suppliers that can or might be able to provide supply/service: SVM, EAI Promotions, Professional Business Solutions, Infinity Press, Safety-Touch, Marilyn Peak, Galleria Advertising, Roennia Wilson, Wright Express, CreditCard**
4. **Extent of market search conducted: Conducted two (2) RFQ's, DPARC-188 and DPARC-211.**
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide: This purchase is not unique.**
6. **Reasons why my department requires these unique features and what benefit will accrue to the county: Gas card are provided to CaLWORKS welfare to work program, Food Stamp and Training program which provides temporary assistance to individual s and families to obtain services they need to gain self sufficiency and independence.**
7. **Price Reasonableness: Two RFQ where released DPARC-188 and DPARC-211, National Gift Card Corp provided proposal for both. National Gift Card Corp cost compared to previous vendor as follows:**

**Previous Vendor: \$15.05
National Gift Card Corp: \$ 14.92**

8. **Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain). No**
9. **Period of Performance: This is a annual renewing period starting 7/1/11 to 6/30/12 annually renewing for an additional 2 years.**

Susan Joew

6-22-11

Department Head Signature

Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

[Signature]

6-22-11

Purchasing Agent

Date