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

ITEM: 3.45
(ID # 30590)
MEETING DATE:
Tuesday, June 23, 2026

FROM : PUBLIC SOCIAL SERVICES

SUBJECT: DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS): Ratify and Authorize the Purchasing Agent to issue a Purchase Order to Inland Presort for Mailing Services in the amount of $160,000 already rendered in FY 25/26 without seeking competitive bids effective July 1, 2025 through June 30, 2026; All Districts. [Total Cost $160,000; Funding: 54% Federal; 18% State; 28% Realignment]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Authorize the Purchasing Agent to issue a Purchase Order to Inland Presort for Mailing Services in the amount of $160,000 already rendered in FY 25/26 without seeking competitive bids, effective July 1, 2025 through June 30, 2026.

ACTION:Policy

Charity Douglas
Charity Douglas, DPSS Director 5/20/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes:	Medina, Spiegel, Washington, Perez, and Gutierrez
Nays:	None
Absent:	None
Date:	June 23, 2026
xc:	DPSS

Kimberly A. Rector
Clerk of the Board
By: _____
Deputy

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	$160,000	$0	$160,000	$0
NET COUNTY COST	$0	$0	$0	$0

SOURCE OF FUNDS: 54% Federal; 18% State; 28% Realignment	**Budget Adjustment:** No
	For Fiscal Year: 25/26

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Department of Public Social Services (DPSS) is responsible for issuing a wide range of client communications, including notices, forms, eligibility documents, and program-related mailings. To support these ongoing operational needs, DPSS requires a full-service vendor capable of managing high-volume inserting and mailing on a regular basis, while also supporting additional mailings as needed to ensure timely delivery to clients.

Inland Presort is a mail-processing service that speeds up delivery by taking over much of the sorting and preparation work normally done by the United States Postal Service (USPS). They collect all outgoing mail, apply barcodes, presort it by zip code, and prepare it to USPS standards so it can skip early processing steps. The vendor then transports the prepared mail directly to the appropriate USPS distribution center the same day, allowing it to enter the postal system further downstream and move through faster than regular First-Class mail. This accelerated processing is essential for time-sensitive documents such as restraining orders, warrants, and notices of action.

This board action requests ratification and authorization for the Purchasing Agent to issue a purchase order for services already rendered in FY 25/26, ensuring uninterrupted and timely mail services for DPSS clients.

Impact on Residents and Businesses

DPSS requires timely inserting and mailing services to ensure consistent delivery of essential client notices and program communications. Maintaining these services is essential to supporting County residents and ensuring uninterrupted progress toward departmental operational goals.

Additional Fiscal Information

The total payments shall not exceed:

Vendor	Amount
July 1, 2025 – June 30, 2026	$160,000
Total	**$160,000**

Contract History and Price Reasonableness

The County of Riverside previously maintained a contract with Inland Presort, which expired on June 30, 2023. Since the contract's expiration, services provided to DPSS have continued under a Purchase Order; and approval of this item and Sole Source Justification #26-185 will support necessary payments to the vendor.

Inland Presort's pricing remains consistent with industry standards for presort and mail-processing services and reflects the cost efficiencies achieved through USPS-approved presort discounts. Purchasing assigned Sole Source Justification (26-185).

ATTACHMENTS:

ATTACHMENT A 26-185_DPARC_Inland Presort Mailing Services

Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet 5/22/2026

Stacey Pena
Stacey Pena, EO Management Analyst 6/10/2026

Gregg Gu
Gregg Gu, Chief of Deputy County Counsel 6/8/2026

RIVERSIDE COUNTY
DEPARTMENT OF PUBLIC SOCIAL SERVICES
ADMINISTRATIVE SERVICES DIVISION

Administrative Office
4060 County Circle Drive, Riverside, CA 92503
951.358.3000 FAX: 951.358.3036
https://rivcodpss.org
Charity Douglas, Director
Dr. Carl Letamendi, Assistant Director

Date: Tuesday, June 2, 2026

From: Charity Douglas, Director, Department of Public Social Services

To: Board of Supervisors

Via: Linda Shreve, Contracts and Grants Analyst, 909-648-3923, LiShreve@rivco.org

Subject: Request for USPS-Approved Pre-Sorting and Mail Acceleration

The below information is provided in support of my department requesting review for a single or sole source purchase/agreement with a cost of $5,000 or more for goods and/or services.

☒ Single Source ☐ Sole Source

Supporting Documents: indicate which are included in the request from the list below.

☐ Supplier Quote ☐ Supplier Sole Source Letter ☒ Final draft agreement

☒ Final draft Form 11 ☐ H-11 approved by RCIT/TSOC ☐ Grant Agreement

☐ Other: (i.e. CA Secretary of State Business Entity Information, Dept. of Justice Registration Conformation for non-profits, etc.)

1. Requested Supplier Name: Inland Presort & Mailing Services Supplier ID: 0000077530

   a. Describe the goods/service being requested:
   The service being requested is a USPS-approved mail processing solution that accelerates delivery by performing key sorting and preparation steps before mail enters the postal system. The provider collects outgoing County mail, applies the required USPS barcodes, and presorts items by ZIP Code to meet USPS automation standards. By completing this work in advance, the mail can bypass the initial stages of USPS processing and be entered directly into the appropriate USPS distribution center the same day. This downstream entry significantly reduces handling time and supports the timely delivery of critical, time-sensitive documents such as restraining orders, warrants, and notices of action.

   b. Explain the unique features of the goods/services being requested from this supplier:
   Inland Presort provides USPS-approved presort services using specialized high-speed sorting equipment, certified barcoding systems, and strict USPS mail-preparation processes. Inland Presort & Mailing Services' automation can sort thousands of pieces per hour, apply Intelligent Mail Barcodes, verify address accuracy, and prepare trays and documentation to USPS specifications. These capabilities allow the County's mail to bypass early USPS processing steps

and enter the postal system downstream the same day, ensuring faster delivery for time-sensitive documents.

c. What are the operational benefits to your department?
The primary operational benefit is the significant reduction in mail delivery time for critical, time-sensitive documents. By leveraging USPS approved barcoding, presorting, and downstream entry, the department ensures that items such as restraining orders, warrants, and notices of action move through the postal system faster and with fewer processing delays. This improves compliance with statutory timelines, enhances public safety, and reduces the risk of service failures caused by slow mail delivery.

d. Provide details on any cost benefits/discounts.
The department receives substantial cost benefits through the USPS workshare discounts earned when mail is barcoded, presorted, and prepared to USPS automation standards. These discounted postage rates are only available when mail is processed using certified high-speed sorting equipment and Intelligent Mail Barcode systems. Without presort services, all outgoing mail would need to be sent at full First-Class rates, resulting in significantly higher postage costs. In addition, the costs for these presort services have remained consistent with previous years, providing predictable budgeting and stable pricing for the department.

2. Can this request be formally bid out or procured using a viable solution such as an existing cooperative agreement or existing contract with another department or public entity?

☒ Yes ☐ No

a. If yes, please explain why you are requesting to utilize an SSJ process?
This SSJ covers services that have already been rendered. A new competitive solicitation will be issued in FY 26/27.

3. Has your department previously requested/received an assigned tracking number for a single or sole source request for this Supplier for the goods/service requested now? *(If yes, please provide the reviewed single or sole source tracking number)*.

☐ Yes SSJ# ____ ☒ No

a. What was the total annual and aggregate amount? _____

4. Identify all costs for this requested in the table below:
If review is for multiple years, all costs must be identified below:

Description:	FY 25/26	Total
One-time Costs:	$160,000	$160,000
(Insert description)	Mailing Services	Mailing Services
Other Costs:	$0	$0
Total Costs	$160,000	$160,000

Note: Insert additional rows as needed

5. Period of Performance: July 1, 2025 through June 30, 2026

Ratify Start Date (if applicable): July 1, 2025

Initial Term Start Date: _____ End Date: _____

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): 0

Aggregate Term/End Date:

6. Projected Board of Supervisor Date (if applicable): 6/23/2026

By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.

CHARITY DOUGLAS	Charity Douglas	06/03/2026
Print Name	**Department Head Signature** (Executive Level Designee)	**Date**

PCS Reviewed:

Kimberly Cruz | [signature] | 6/4/26

Print Name | **Signature** | **Date**

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to psolesource@rivco.org, and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Review and Comments: _____

Not to exceed:

☐ One-time $_____

☑ Annual Amounts reflected in completed chart for Question #4

Total Cost $ 160,000

☐ Aggregate Amount $_____

Melissa Curtis	6/4/2026	26-185
Purchasing Agent Signature	**Date**	**Tracking Number** (Reference on Purchasing Documents)