



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 1, 2016

Subject: Purchase Order with the Sourcing Group Company

RECOMMENDATION(S):

Approve and authorize the Purchasing Agent, on behalf of the Health Services Department, to execute a Purchase Order with the Sourcing Group Company, in an amount not to exceed \$800,000 for the purchase of medical forms, envelopes and business cards for the Contra Costa Regional Medical Center (CCRMC) and the Contra Costa Health Centers (CCHC) for the period November 1, 2016 through October 31, 2018.

FISCAL IMPACT:

100% funding is included in the Hospital Enterprise Fund I budget.

BACKGROUND:

The Sourcing Group Company provides Contra Costa Health Services with all forms, envelopes and business cards. Contra Costa County has utilized The Sourcing Group (previously known as Tully-Wihr) since 1998 for management and storage of stock forms, printing of specialty forms, delivery and on-line tracking and ordering of all forms.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, we will not be able to provide the staff at CCRMC

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/01/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 1, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Anna Roth,
925-370-5101

and CCHC with the forms needed for patient care.

CHILDREN'S IMPACT STATEMENT:

Not applicable.