



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: July 14, 2020

Subject: Execute a contract with Contra Costa ARC to provide packet fulfillment services, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Contra Costa ARC, d/b/a Commercial Support Services, a California non-profit corporation, effective July 1, 2020, in an amount not to exceed \$500,000, to provide packet fulfillment services for Print and Mail Services, for the period from July 1, 2020 through June 30, 2022, Countywide.

FISCAL IMPACT:

100% Department user fees.

BACKGROUND:

Commercial Support Services (CSS) provides employment opportunities to developmentally disabled adults. For several years the Print and Mail Services Division has contracted with CSS to fill the low-skill need of assembling informational packets (i.e., packet fulfillment services) for use by the Employment and Human Services Department (EHSD) as well as other County departments. Due to their involvement with and support of Covered California, the volume of work generated by EHSD has increased. This has resulted in an increase in the number of crew members required from six to ten and the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **07/14/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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: July 14, 2020

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

By: Laura Cassell, Deputy

Contact: Dale Morseman,
925-646-5520

cc:

addition of one supervisor. Staff will now consist of ten crew members and three supervising staff for a total of 13 employees.

BACKGROUND: (CONT'D)

Approval of this Contract will allow CSS to continue to provide packet fulfillment services through June 2022.

California Welfare and Institute Code section 19404 (“Section 19404”) gives the County the authority to purchase services from non-profit corporations who operate community rehabilitation programs and meet the criteria of Section 19404 without advertising or calling for bids, provided that the services meet the specifications and needs of the County and are purchased at a fair market price, as determined by the County.

Contra Costa ARC (CCARC) is a California 501(c)(3) non-profit corporation, doing business as Community Support Services. CCARC meets the requirements of Section 19404 in that: (1) the work to be performed under the contract will primarily (at least 75% of it) be performed by a labor force comprised of persons with disabilities; (2) CCARC makes elections under the federal Insurance Contributions Act to provide social security and unemployment benefits to its employees; (3) maintains Articles of Incorporation requiring that at least two directors on its Board of Directors are persons with disabilities or the parents, guardians, or conservators of persons with disabilities; and (4) provides disabled employees substantially equally benefits that are provided to CCARC’s organized employees.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, sublet packet fulfillment services will not be performed.