

CONSORTIUM REVIEWED BY:

DS

C↑



Invoice #:

80016860

June 12, 2024

Terms: Net 30

Customer Number:

200008352

Please remit payment to:

CalSAWS Consortium  
ATTN: Holly Murphy  
620 Roseville Parkway,  
Roseville, CA 95747

Gainwell Technologies LLC  
P.O. Box 825407  
Philadelphia, PA 19182-5407

Please include invoice number on remittance

Description	Amount
CalSAWS Central Print Services agreement between CalSAWS Consortium and Gainwell Technologies LLC - SAC -2024-01	
Setup Charge	\$7,500.00
Address Record Processing	\$0.00
Receive Result Information Charges	\$0.00
Returned Mail Piece Charges	\$0.00
Total Invoice Amount	\$7,500.00

Gainwell Technologies AUTHORIZED SIGNATURE

Gainwell Technologies NAME:

Date:

DocuSigned by:

Geoff Cosner

4CE9CC861FB4439...

Geoff Cosner

6/13/2024

CALSAWS CONSORTIUM AUTHORIZED SIGNATURE

CALSAWS CONSORTIUM NAME:

Date:

DocuSigned by:

Holly Murphy

89B992A87EF54ED...

Holly Murphy

6/13/2024

IF YOU HAVE ANY QUESTIONS ABOUT THIS INVOICE, PLEASE CALL GEOFF COSNER AT 626-230-8396

THANK YOU FOR YOUR BUSINESS

Gainwell Technologies

Gainwell Technologies  
Central Print M&O Services Invoice  
Contract Reference: SAC - 2024-01

Date of Invoice: June 12, 2024

Return Mail Services - June 2024

Billing Item Description	Rate	Volume	Price
<b>Setup Charge</b>	\$ 7,500.00	1	<b>\$ 7,500.00</b>
<b>Address Record Processing</b>	\$ 0.009	-	<b>\$ -</b>
Receive Result Information Options			
Receive Result Information - Record Option	\$ -	-	\$ -
Receive Result Information - Task Option	\$ 250.00	-	\$ -
<b>Subtotal Receive Result Information Options</b>			<b>\$ -</b>
Returned Mail Piece Options:			
Returned Mail Piece - County Return Address Option	\$ -	-	\$ -
Returned Mail Piece - Central Print Return Address Option			
Mail pieces returned to Central Print	\$ 0.155	-	\$ -
Shipping for Envelopes Returned to the county**			
<b>Subtotal Returned Mail Piece Option</b>			<b>\$ -</b>
<b>Total</b>			<b>\$ 7,500.00</b>

\*\* - Shipping automatically deducted from County's CalSAWS postage account

**WORK ACCEPTANCE CERTIFICATE**

DS  


<div>Gainwell Technologies LLC</div> <div>620 Roseville Parkway</div> <div>Roseville, CA 95747</div>		<div>TRANSMITTAL DATE</div> <div>June 12, 2024</div>
<div>WORK ACCEPTANCE CERTIFICATE</div>		<div>AGREEMENT</div> <div>CalSAWS CENTRAL PRINT SERVICES AGREEMENT BETWEEN CalSAWS CONSORTIUM AND GAINWELL TECHNOLOGIES LLC</div>
<div>FROM: <i>CONTRACTOR Project Director</i></div> <div>Name: Dawn Wilder</div> <div><div>DocuSigned by:</div><div> 5E50489CE06C491... (Signature Required)</div></div>	<div>TO: <i>CalSAWS Project Director</i></div> <div>Name: Holly Murphy</div> <div>CC: <i>CONSORTIUM Executive Director</i></div> <div>Name: John Boule</div>	
<div>CONTRACTOR hereby certifies to CONSORTIUM that as of the date of this Work Acceptance Certificate, it has satisfied all conditions precedent in the above Agreement (including the Exhibits thereto and any applicable Change Notices, Change Orders and Amendments entered into thereunder) to the completion of the Work described below, including satisfaction of all completion criteria applicable to such Work (including obtaining CONSORTIUM's approval of any other Work which is a prerequisite to obtaining CONSORTIUM's approval of the Work described below). CONTRACTOR further represents and warrants that the Work described below has been completed in accordance with the Agreement, including the Exhibits thereto, any applicable Change Notices, Change Orders and Amendments entered into thereunder by CONSORTIUM and CONTRACTOR. CONSORTIUM's approval and signature constitutes an acceptance of the Work described below. Capitalized terms used in this Work Acceptance Certificate without definition have the meanings given to such terms in the Agreement.</div>		
<div>DESCRIPTION OF WORK (Include deliverable number and title, and description of applicable goods and/or services):</div> <div>Central Print Return Mail Services – Sacramento - June 2024</div> <div>The Central Print Services invoice includes the following return mail services completed during the month:</div> <div><div>1. Setup Charge</div></div>		
<div>Comments:</div>		

Attached hereto is a copy of all supporting documentation required pursuant to the Agreement, Statement of Work, and any applicable Change Notices, Change Orders and Amendments entered into thereunder by CONSORTIUM and CONTRACTOR, and including any additional documentation reasonably requested by CONSORTIUM.

CONSORTIUM Acceptance:

NAME: Holly Murphy  
CalSAWS Project Director

SIGNATURE:  \_\_\_\_\_  
89B392A87EF54EB...

DATE: 6/13/2024

**WORK ACCEPTANCE CERTIFICATE**

CONSORTIUM REVIEWED BY: \_\_\_\_\_



Invoice #: **DRAFT** **June 12, 2024**

Terms: Net 30

**Customer Number:** 200008352

CalSAWS Consortium  
ATTN: Holly Murphy  
620 Roseville Parkway,  
Roseville, CA 95747

**Please remit payment to:**

Gainwell Technologies LLC  
P.O. Box 825407  
Philadelphia, PA 19182-5407

*Please include invoice number on remittance*

Description	Amount
<i>CalSAWS Central Print Services agreement between CalSAWS Consortium and Gainwell Technologies LLC - SAC -2024-01</i>	
Setup Charge	\$7,500.00
Address Record Processing	\$0.00
Receive Result Information Charges	\$0.00
Returned Mail Piece Charges	\$0.00
<b>Total Invoice Amount</b>	<b>\$7,500.00</b>

Gainwell Technologies AUTHORIZED SIGNATURE \_\_\_\_\_

Gainwell Technologies NAME: \_\_\_\_\_

Date: \_\_\_\_\_

CALSAWS CONSORTIUM AUTHORIZED SIGNATURE \_\_\_\_\_

CALSAWS CONSORTIUM NAME: \_\_\_\_\_

Date: \_\_\_\_\_

IF YOU HAVE ANY QUESTIONS ABOUT THIS INVOICE, PLEASE CALL GEOFF COSNER AT 626-230-8396

THANK YOU FOR YOUR BUSINESS

Gainwell Technologies

Gainwell Technologies  
Central Print M&O Services Invoice  
Contract Reference: SAC - 2024-01

Date of Invoice: June 12, 2024

Return Mail Services - June 2024

Billing Item Description	Rate	Volume	Price
<b>Setup Charge</b>	\$ 7,500.00	1	<b>\$ 7,500.00</b>
<b>Address Record Processing</b>	\$ 0.009	-	<b>\$ -</b>
Receive Result Information Options			
Receive Result Information - Record Option	\$ -	-	\$ -
Receive Result Information - Task Option	\$ 250.00	-	\$ -
<b>Subtotal Receive Result Information Options</b>			<b>\$ -</b>
Returned Mail Piece Options:			
Returned Mail Piece - County Return Address Option	\$ -	-	\$ -
Returned Mail Piece - Central Print Return Address Option			
Mail pieces returned to Central Print	\$ 0.155	-	\$ -
Shipping for Envelopes Returned to the county**			
<b>Subtotal Returned Mail Piece Option</b>			<b>\$ -</b>
<b>Total</b>			<b>\$ 7,500.00</b>

\*\* - Shipping automatically deducted from County's CalSAWS postage account



**Central Print  
County Purchase**

Sacramento County  
SAC – 2024-01

Electronic Return Mail Notification

September 26, 2023



DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/27/2023	1.0	Created Document	Geoff Cosner
9/4/2023	1.1	Updated Screenshots	Anna Buenviaje

**CalSAWS – Central Print**

**County Purchase – Sacramento County Address Correction**

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## CalSAWS – Central Print

### County Purchase – Sacramento County Address Correction

#### REQUESTED SERVICES

##### Overview

The CalSAWS Electronic Return Mail Notification service provides faster information related to CalSAWS correspondence mailed from Central Print that will result in return mail. Information on which mail pieces will be returned and why can be provided electronically via a report or a task within CalSAWS. Optionally, physical mail pieces determined to be return mail through the electronic return mail service can be prevented from being returned to the County.

This County Purchase is for Sacramento specific costs based upon the options chosen by Sacramento associated with use of the CalSAWS electronic return mail notification service.

##### Scope of Work

USPS determines whether a mail piece is deliverable or not deliverable. Mail that is not deliverable is returned with a USPS return label. The USPS determines the information that goes on the USPS return label (typically a yellow sticker) from one of two USPS services:

- **Coding Accuracy Support System (CASS)** – USPS service that returns a properly formatted address
- **National Change of Address (NCOA)** – USPS service that returns the data for a name/address that has a change of address on file prior to mailing (intended to replace ACS)

As part of the Electronic Return Mail Notification service, Central Print processes both CASS and NCOA for all mail. Based on results of CASS and NCOA inquiries, mail is identified as either deliverable or return mail at the time of mailing.

Per policy, all correspondence whether it will be delivered or returned is mailed.

For those mail pieces that are going to be returned, the information that it will be returned and why is provided to the County by the next business day rather than several weeks later when the physical mail piece is returned. This faster identification can help Counties prevent additional undeliverable mail going out – providing better service to clients while saving on postage for additional mail pieces.

For Counties using the Electronic Return Mail Notification service, Central Print sends a transaction for each mail piece to USPS' CASS and NCOA services. USPS returns an official USPS notification of what will happen with that particular mail piece.

## CalSAWS – Central Print

### County Purchase – Sacramento County Address Correction

#### RECEIVE RESULT INFORMATION

Addresses determined to be incorrect or non-deliverable are flagged. This information is then returned to the County. The information can be returned in the form of a report or as a task within CalSAWS based on the County's preference.

##### 1: Receive Result Information - Report Option

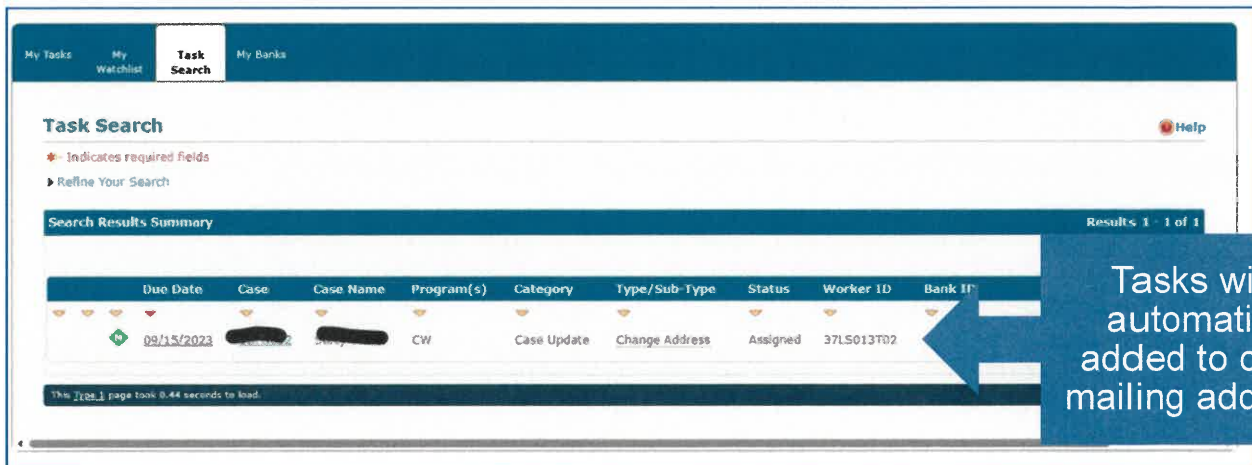
For addresses determined to be undeliverable, an entry is included on the Electronic Return Mail Notification report. This report is available the next business day following mailing of the correspondence and is provided through a secure method due to the Personally Identifiable Information included.

The combination of Case Number, NOA/Form Number and Recipient Name point the County staff member to which correspondence generated the undeliverable or forwarding address return information from USPS. Error Description provides the information on what the problem is such as Invalid city and ZIP code.

When a County staff member resolves the address issue listed on the report, future correspondence will be corrected. However, the correspondence that caused the item to be on the report will still be returned with a return label applied by the USPS. Please refer to the subsection titled, *"Physical Returned Mail Piece Handling"* for information on processing the physical mail piece.

##### 2: Receive Result Information - Task Option

For addresses determined to be undeliverable, a task is generated in the CalSAWS system. This task should appear within 24 hours of the completion of the Central Print processing on the Task Dashboard shown below.



The screenshot shows the 'Task Search' interface in CalSAWS. The top navigation bar includes 'My Tasks', 'My Watchlist', 'Task Search' (active), and 'My Banks'. Below the navigation bar, there is a 'Task Search' section with a 'Help' icon. A 'Refine Your Search' link is present. The 'Search Results Summary' section shows 'Results: 1 - 1 of 1'. A table displays the search results:

Due Date	Case	Case Name	Program(s)	Category	Type/Sub-Type	Status	Worker ID	Bank ID
09/15/2023	[REDACTED]	[REDACTED]	CW	Case Update	Change Address	Assigned	37LS013T02	

Below the table, it states 'This page took 0.44 seconds to load.' A blue callout box with a white arrow points to the 'Status' column, containing the text: 'Tasks will be automatically added to correct mailing addresses'.

## CalSAWS – Central Print

### County Purchase – Sacramento County Address Correction

When the task is selected, the Task Detail window appears. An example of the Task Detail window where the task can be accessed is shown below.

**Task Detail**  
Result 1 of 1 - 1

★ Indicates required fields

**Case Number:** 123456789  
**Case Name:** St. [REDACTED]  
**Program(s):** ★ CalWORKs - St. [REDACTED]  
**Status:** ★ Assigned  
**Reference Number:**  
**Category:** ★ Case Update  
**Type:** ★ Change Address  
**Sub-Type:**  
**Due Date:** ★ 09/15/2023  
**Date Created:** 09/01/2023  
**Worker Assigned Date:** 09/01/2023  
**Priority:** Medium  
**Expedited:** No  
**Assign to Program Worker:** No  
**Worker ID:** [REDACTED]  
**Bank ID:**  
**Automated Action:** No

**Long Description:**  
Message: [REDACTED]  
Recipient Name: S. [REDACTED]  
NOA/Form Number: AR 2  
CASS Error Description/Code: Secondary street number does not exist. [REDACTED]  
\*\*Current CalSAWS Address Fields:  
17 [REDACTED]  
AN [REDACTED] 005  
\*\*Corrected CalSAWS Address Fields:  
[REDACTED]  
County Instructions: Contact the recipient for the correct address, then update CalSAWS.

Start Watching Print Close

Instructions

The Long Description area of the Task Detail window contains the information that would have been available on the envelope. An example of the type of information that would be included in the Long Description on the Task Detail window is shown below.

Message: Undeliverable based on current address

Recipient Name: John Doe

NOA/Form Number: CW 7

CASS Error Description/Code: Street name invalid (412)

\*\*Current CalSAWS Address Fields:

123 W 4th St, Apt 321

Cityname, CA 99999

\*\*Corrected CalSAWS Address Fields:

Not available

County Instructions: Contact the recipient for the correct address, then update CalSAWS.

## CalSAWS – Central Print

### County Purchase – Sacramento County Address Correction

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Completion of the task by the County staff member should resolve the address issue on future correspondence, but the correspondence that caused the initiation of the task will still be returned with a return label applied by the USPS. Please refer to the subsection titled, "*Physical Returned Mail Piece Handling*" for information on processing the physical mail piece.

#### PHYSICAL RETURNED MAIL PIECE HANDLING

Completing the task or resolving the item on the report as noted in the previous subsection, corrects the mailing address for the future correspondence. The recently mailed physical mail piece will be returned by USPS, typically within 2 to 6 weeks following mailing. There are two options for the returned mail piece – return to the County return address or return to Central Print.

##### 1: Returned Mail Piece - County Return Address Option

The County may receive return mail that was mailed by Central Print or mail pieces that were mailed by the County. Processing of return mail pieces that are mailed by the County should continue per the existing County process.

For correspondence that is mailed by Central Print, the majority of the envelopes can be securely destroyed upon receipt because the information on the envelope was provided through the Electronic Return Mail Notification service.

All outgoing CalSAWS correspondence use envelopes that have the following indicia printed on the upper right corner:



Mail which includes this indicia in the upper right corner was mailed by Central Print and therefore has gone through the Electronic Return Mail Notification service for Counties that participate in Electronic Return Mail Notification.

Also, the envelope will include the endorsement of "Return Service Requested" below the indicia.

Envelopes without the indicia shown above, were not mailed by Central Print and the return mail should continue to be processed using existing County procedures.

Additionally, any envelope mailed by Central Print **without** a USPS return label (typically a yellow sticker) should also be processed using existing County procedures for return

## CalSAWS – Central Print

### County Purchase – Sacramento County Address Correction

mail as it is possible that this mail piece was refused upon delivery rather than due to an address error or forwarding information.

#### 2: Returned Mail Piece – Central Print Return Address Option

By using an envelope with Central Print's return mail address when mailing from Central Print, return mail will be routed back to Central Print for handling. **In this option, Central Print will only receive return mail that was mailed by Central Print.** Undeliverable correspondence that was mailed locally by the County staff will return to the County.

There are some return mail items that may still have to be returned to the County for processing because they were determined to be undeliverable at the time of delivery by the USPS. These include returned envelopes with the following USPS return reasons:

- "Attempted – Not Known" (Delivery attempted, addressee not known at place of address)
- "Deceased" – (Addressee is deceased and mail is not properly deliverable to another person)
- "Refused" (Addressee refused to accept mail)
- "Unclaimed" (Addressee abandoned or failed to call for mail)

When the returned mail reason is one of the above, the return mail piece will be shipped to the County address provided. Return mail sent to the County by Central Print should be processed using existing County procedures.

When the returned mail is not one of the above reasons, Central Print will securely destroy the mail piece.

#### One-Time Setup Charges

Setup charges are one-time charges to be invoiced upon completion of testing.

Description	Rate	Quantity	Cost
Setup Charge	\$7,500	1	\$7,500.00
<b>Total Setup Cost</b>			<b>\$7,500.00</b>



## CalSAWS – Central Print

### County Purchase – Sacramento County Address Correction

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#### Ongoing Monthly Charges

Ongoing monthly charges are volume specific. The first item listed under “Required for All Options” is not optional and is required to use the Electronic Return Mail Notification service.

#### Receive Result Information

There are two options available for receiving the result of processing the address with USPS (Note that one or both of the options for “Receive Result Information” may be chosen:

- **1: Receive Result Information – Report Option** - A report containing an entry for each undeliverable mail piece is delivered in a secure electronic manner
- **2: Receive Result Information – Task Option** - A task for each undeliverable mail piece is created within CalSAWS

Choosing one of the options above related to receiving the result information provides the information that would be available from the return envelope in advance of receiving it.

#### Physical Return Mail Piece Handling

The mail piece will be returned. There are two options available for handling the physical returned mail piece as follows:

- **1: Returned Mail Piece - County Return Address Option** – Mail pieces sent locally or from Central Print will have the County address and will be processed by the County
- **2: Returned Mail Piece – Central Print Return Address Option** – Mail pieces sent locally from the County will have the County address and will be processed by the County; mail pieces sent by Central Print will have the Central Print address and will be processed by Central Print as described in this County Purchase document



## CalSAWS – Central Print

### County Purchase – Sacramento County Address Correction

Unit prices for the required service and each of the options is shown on the table below.

Description	Unit Type	Unit Price
<b>Required for All Options</b>		
Address Record Processing	Each outgoing address	\$0.009
<b>1: Receive Result Information - Report Option</b>		
Link to report emailed after each batch cycle		\$0.00
<b>2: Receive Result Information - Task Option</b>		
Task created in CalSAWS for each undeliverable address and, if desired, each address with significant issue	Each month	\$250.00
<b>1: Returned Mail Piece - County Return Address Option</b>		
Return to the County Return Address	Not applicable	\$0.00
<b>2: Returned Mail Piece – Central Print Return Address Option</b>		
Return to Central Print Return Address	Each envelope returned from USPS	\$0.155
Shipping for Envelopes Returned to the County*	Each small box sent	\$17.10
	Each large box sent	\$22.80

\*Price per box is subject to increase based on USPS postage rate increases.

The shipping rates included in Option 2: Returned Mail Piece – Central Print Return Address Option, are postage rates from the U.S. Postal Service. The amount for each box shipped will be deducted from the county's postage account, similar to postage required to mail CalSAWS correspondence from Central Print. The rates provided above are rates currently in effect and are used for budgetary purposes. Actual rates charged will depend on the size and type of package used, as well as the current postal rate for that type of package.

## CalSAWS – Central Print

### County Purchase – Sacramento County Address Correction

#### Pricing Example

Ongoing monthly charges shown below are estimates based on the volume information available as of the date of submission of this County Purchase document. The table below presents an example only.

Monthly invoiced amounts will be based on the actual usage volume each month and are expected to vary from estimated shown in the table.

This example assumes that the following options are chosen and as such the County would receive both the report and the task and that Central Print will receive the return mail:

- **1: Receive Result Information – Report Option**
- **2: Receive Result Information – Task Option**
- **2: Returned Mail Piece – Central Print Return Address Option**

Description	Unit Price	Volume	Price
<b>Required for All Options</b>			
Address Record Processing	\$0.009	291,000	\$2,610.00
<b>1: Receive Result Information - Report Option</b>			
Link to report emailed after each batch cycle	\$0	-	\$0
<b>2: Receive Result Information - Task Option</b>			
Task created in CalSAWS for each undeliverable address and, if desired, each address with significant issue	\$250.00	1	\$250.00
<b>1: Returned Mail Piece - County Return Address Option</b>			
Return to the County Return Address	N/A	N/A	N/A
<b>2: Returned Mail Piece – Central Print Return Address Option</b>			
Return to Central Print Return Address	\$0.155	14,500	\$2,247.50
Shipping for Envelopes Returned to the County	\$17.10	5 small Boxes	\$85.50
Shipping for Envelopes Returned to the County	\$22.80	5 large Boxes	\$114.00

**CalSAWS – Central Print****County Purchase – Sacramento County Address Correction****Total Estimated Charges by State Fiscal Year**

Total estimated charges by fiscal year are shown below. These are estimates based on the volume information available as of the date of submission of this County Purchase document. This estimate includes 1: *Receive Result Information - Report Option* and 2: *Receive Result Information - Task Option* and 2: *Returned Mail Piece – Central Print Return Address Option*. Any other combination of options will result in changes to the estimate.

Description	SFY 2023/24 Total	SFY 2024/25 Total	SFY 2025/26 Total	Total
<b>Total Print Services Annual Price</b>	<b>\$ 0</b>	<b>\$ 66,394</b>	<b>\$ 0</b>	<b>\$ 66,394</b>

**Assumptions:**

1. Includes one-time setup cost in first SFY.
2. Includes 1: *Receive Result Information – Report Option* and 2: *Receive Result Information – Task Option* and 2: *Returned Mail Piece – Central Print Return Address Option*
3. 5% increase in volume each year
4. Initial volume increase of 20% for budgetary purposes
5. CalSAWS may be covering the cost of Return Mail services effective 7/1/2025, pending IAPDU approval

**ASSUMPTIONS**

The following assumptions apply to this County Purchase.

1. No more than 5% of mail pieces are not deliverable.
2. No more than 0.5% of returned mail pieces must be delivered back to county.

**ATTACHMENTS**

- None

**CalSAWS – Central Print****County Purchase – Sacramento County Address Correction****COUNTY SELECTIONS**

The service options chosen by Sacramento County are shown on the following table.

<b>Description</b>		<b>Beginning Month</b>	<b>Ending Month</b>
<b>Required for All Options</b>			
√	Address Record Processing	July 2024	N/A
<b>1: Receive Result Information - Report Option</b>			
√	Link to report emailed after each batch cycle	July 2024	N/A
<b>2: Receive Result Information - Task Option</b>			
√	Task created in CalSAWS for each undeliverable address and, if desired, each address with significant issue	July 2024	N/A
<b>1: Returned Mail Piece - County Return Address Option</b>			
	Return to the County Return Address	N/A	June 2024
<b>2: Returned Mail Piece – Central Print Return Address Option</b>			
√	Return to Central Print Return Address	July 2024	N/A
√	Shipping for Envelopes Returned to the County	July 2024	N/A

## CalSAWS – Central Print

### County Purchase – Sacramento County Address Correction

#### COUNTY PURCHASE APPROVAL

**Subject:** County Purchase – SAC-2024-01

The subject document is accepted as allowing Gainwell Technologies to proceed with the subject County Purchase.

**Sacramento County**

By: Ethan E. Dye

Printed Name: ETHAN E. DYE

Title: DIRECTOR

Date: 10 JUN 24

**Notice Address:**

Sacramento County Department of Human Assistance  
1825 Bell Street, Ste 200  
Sacramento, CA 95825

**CalSAWS Consortium**

By: Holly Murphy

Printed Name: Holly Murphy

Title: CalSAWS PMO Director

Date: 6/10/2024

**Notice Address:**

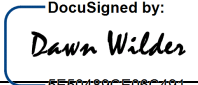
CalSAWS Consortium  
620 Roseville Parkway  
Roseville, CA 95747

## CalSAWS – Central Print

### County Purchase – Gainwell Signature Page

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#### Gainwell Technologies

By:    
 SE50489CE06C491...  
Printed Name: Dawn wilder  
Title: Account General Manager  
Date: 6/10/2024

#### **Notice Address:**

Gainwell Technologies  
620 Roseville Parkway  
Roseville, CA 95747





California Health and Human Services Agency  
Office of Technology & Solutions Integration  
Statewide Automated Welfare System (SAWS) Project  
2525 Natomas Park Drive, Suite 370  
Sacramento, California 95833  
(916) 263-3900, Fax (916) 263-0510



GAVIN NEWSOM  
GOVERNOR

June 04, 2024

Crystal Jacques  
Department APD Coordinator  
Department of Child, Family and Adult Services  
Sacramento County  
7001-A East Parkway, Suite 1000  
Sacramento, CA 95823

**Re: CalSAWS Separate Service Request – Central Print FY 2023-24 & FY 2024-25**

Dear Ms. Jacques

This approves your Fiscal Year (FY) 2023-24 request received May 28, 2024 to purchase IT Services for the Sacramento County Department of Child, Family and Adult Services. I understand that this acquisition will be sole-sourced through Gainwell Technologies in accordance with State and Federal procurement policies.

FY 2023-24	FY 2024-25	Total
\$7500	\$66,394	\$73,894

Estimated one-time maintenance and operations costs in the amount of **\$73,894.00** are approved.

This approval is contingent upon the availability of state and federal funds. For claiming purposes, *this approval is for M&O costs only. **These costs are not eligible to be claimed as developmental costs**. Account # (APD Project #) **34A-24-12074** has been assigned as a project identification number for your claiming within the County Expense Claim Reporting Information System (CECRIS), internal tracking, and audit purposes. Please now utilize this project number when claiming M&O costs in CECRIS.* If you have questions regarding the claiming of costs, please e-mail them to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov)

If you have other questions or concerns, please contact Sudakshina Biswas at (916) 263-0478 or [Sudakshina.Biswas@osi.ca.gov](mailto:Sudakshina.Biswas@osi.ca.gov)

Sincerely,

DocuSigned by:  
  
**PATRICE YANG**  
SAWS Project

cc: Analyst, Fiscal Policy Bureau, CDSS  
Analyst, County Expense Claim, CDSS

