

INTEROFFICE MEMORANDUM



TO: Felicia Strong-Whitaker, Director
Department of Purchasing & Contract Compliance

THROUGH: Glenn Melendez, CIO,
Information Technology *gm*

FROM: Pamela Johnson, App. Development Manager,
Information Technology *PJJ*

DATE: November 19, 2021

SUBJECT: Department Recommendation Letter, 21ITB0929B-
EC, W-2, 1099 & Affordable Care Act Filing,
Processing, Printing, and Mailing Services

RECOMMENDATION: The Department of Information Technology is requesting approval to recommend low cost bidder for #21ITB0929B-EC, in the amount not to exceed \$40,000. The vendor will provide a system, to process, print, fold, and mail W-2 forms, 1099-Misc forms, 1099-R forms and Affordable Care Act (ACA) forms for employees, poll workers, retirees and vendors of Fulton County. Effective for one (1) year, with three (3) renewal options

DISCUSSION: The recommendation of the award was based on bidders' prices on specific services provided during the bid process. The department received one (1) bid response. **National Payment Corporation dba: NATPAY** is recommended as the lowest responsive and responsible bidder.

Please utilize the following funding line per line item: **100-220-2202-1113**.

Project No: #21ITB0929B-EC

Project Title: W-2, 1099, and Affordable Care Act Filing, Processing, Printing, and Mailing Services

Contractor: National Payment Corporation dba: NATPAY
3415 West Cypress Street
Tampa, FL 33607

ATTACHMENT: Bid Tabulation Sheet

cc: Elsa D. Castro, CAPA, Team B, Purchasing & Contract Compliance