

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: August 7, 2012
SUBJECT: Approve an Increase in the Amount of \$150,000 to Blanket Purchase Order No. 19685 with Robert Half Technologies for Information Technology Support Services.

ACTION REQUESTED

Approve an increase in the amount of \$150,000 to the Administrative Services Department's Blanket Purchase Order No. 19685 with Robert Half Technologies of Sacramento, CA for information technology support services and authorize the Purchasing Manager to sign the resulting documents.

BACKGROUND

On April 29, 2008, your Board approved the award of competitive Request for Qualifications No. 9764 for Information Technology Support Services adopting a list of qualified firms for County-wide use. On March 13, 2012, your Board approved the second one-year renewal of the Information Technology Support Services Qualified List.

The Administrative Services Department's Information Technology Division (Department) has identified a need for information technology support services to augment its workforce due to recent retirements of highly specialized information technology positions. On January 12, 2012, BP019685 was awarded to Robert Half Technologies in the amount of \$49,000 to provide professional/technical resources for first and second level support of the County's Web Solutions Group. This Group is currently experiencing a fifty percent vacancy rate due to retirements.

The Department continues to rely on information technology support services to augment its workforce, as a result of key retirements of highly specialized positions, for the implementation of information technology initiatives. Near term Web initiatives include eService Delivery, iPlacer (intranet) enhancements, and the latest SiteCore release upgrade to the Placer County public website.

The initial BPO award amount of \$49,000 was based on preliminary workload projections. However, increased web service requests have resulted in the accelerated depletion of available BPO funds. Based on the initiatives noted above, the Department is estimating that an additional \$150,000 is required for information technology support services for the completion of these projects through the BPO contract period of March 31, 2013.

An evaluation of services required by the Department will be conducted as positions are filled to determine the most cost effective and appropriate level of service and security of data is being provided. The BPO can be cancelled should an alternative method be deemed more effective.

The increase amount of \$150,000 exceeds the Purchasing Manager's authority and PPM 2.1(g) requires Board approval for a contract change in an amount greater than ten percent. Upon your Board's approval, the BPO's not to exceed amount will be increased to \$199,000.00.

FISCAL IMPACT

The Administrative Services Department's Fiscal Impact Statement is attached.

Attachment: Administrative Services Department Fiscal Impact Statement

cc: Kathy Buchanan, Deputy Director of Information Technology
Mike Spak, Information Technology Manager

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Kathy Buchanan, Deputy Director of Information Technology

DATE: August 7, 2012

SUBJECT: **Fiscal Impact Statement**

Approve an Increase in the Amount of \$150,000 to Blanket Purchase Order No. 19685 with Robert Half Technologies for Information Technology Support Services.

The Administrative Services Department's Information Technology Division (Department) has sufficient funding to support this request. Funds are not encumbered until items are actually purchased against the Blanket Purchase Order.

The Department has requested sufficient funding for this Blanket Purchase Order in the Information Technology Division's FY 2012-13 Budget 11210 submission.

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