

**PLACER COUNTY**  
**ADMINISTRATIVE SERVICES DEPARTMENT**  
**MEMORANDUM**

**TO:** Honorable Board of Supervisors

**FROM:** Mike Spak, Information Technology Manager *MS*

**DATE:** November 20, 2012

**SUBJECT:** Approve Change Order No. 1 to Blanket Purchase Order No. 20113 with Agreeya Solutions, Inc. of Folsom, CA in the Amount of \$100,000 for Information Technology Consultant Services.

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**ACTION REQUESTED**

Approve Change Order No. 1 to Blanket Purchase Order (BPO) No. 20113 with Agreeya Solutions, Inc., of Folsom, CA for consultant services in support of the Information Technology Division's Enterprise Support Services Web Team, with a budgeted net County cost of \$100,000 for a revised maximum BPO amount of \$149,000 and authorize the Purchasing Manager to sign the resulting change order.

**BACKGROUND**

The Administrative Services Department's Information Technology Division (Department) utilizes information technology consultants to augment the Enterprise Support Services Group's staffing levels during peak workload periods. To meet these increased workload requirements, a BPO in the amount of \$49,000 was issued to Agreeya Solutions, Inc., for the period of August 29, 2012 through September 30, 2013.

The initial BPO award amount of \$49,000 was based on preliminary workload projections. However, due to recent retirements of specialized information technology positions, the Department is estimating that an additional \$100,000 is required in consultant support services for the completion of several key initiatives through the BPO contract period of September 30, 2013. These projects include the Redesign of the Placer County Public Website, Sitecore Application Version Upgrade and Sitecore Technical Training and User Assistance. An evaluation of required services by the Information Technology Division will continue during the contract period to determine that the most cost effective and appropriate level of services are being provided. The BPO would be cancelled if an alternative method is deemed more effective.

The increase amount of \$100,000 exceeds the Purchasing Manager's change order 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 \$149,000.

**FISCAL IMPACT**

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

Attachment

**Cc:** Jerry Gamez, Director of Administrative Services  
Kathy Buchanan, Deputy Director of Information Technology  
Allison McCrossen, Budget Analyst  
Melissa Nunnink, Administrative & Fiscal Operations Manager (WOC)  
Brett Wood, Purchasing Manager

## FISCAL IMPACT STATEMENT

**TO:** Honorable Board of Supervisors

**FROM:** Melissa Nunnink, Administrative & Fiscal Operations Manager (WOC) 

**DATE:** November 20, 2012

**SUBJECT:** Approve Change Order No. 1 to Blanket Purchase Order No. 20113 with Agreeya Solutions, Inc., of Folsom, CA in the Amount of \$100,000 for Information Technology Consultant Services.

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The Administrative Services Department's Information Technology Division has budgeted appropriately for this Blanket Purchase Order and funding is available within the Division's FY2012-13 Budget (11210).