

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: December 11, 2012
SUBJECT: Media Consultant Services – Intellibridge Partners, LLC.

ACTION REQUESTED

1. Approve the annual renewal of a blanket purchase order with Intellibridge Partners, LLC. of Sacramento, CA for media consultant services in support of the Telecommunication Division's Media Services Group with a budgeted net county cost of \$80,000, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Administrative Services Department utilizes media consultant services to supplement the Media Services' technical staff in support of the production of the Board of Supervisors bi-weekly meetings, the County's video teleconferencing network and video production services for County departments. To meet this requirement a Consultant Services Agreement was executed on February 1, 2011 by and between Placer County and Intellibridge Partners, and was subsequently renewed for the period of January 1, 2012 through December 31, 2012.

The department continues to have a requirement for this service and has requested a one-year renewal of the agreement in the amount of \$80,000. Intellibridge Partners has agreed to the one-year renewal for the exact same pricing and terms.

The Purchasing Policy Manual, Section 1.3(a), allows for an exception to the competitive bidding process for expert and professional services.

FISCAL IMPACT

The BPO resulting from this recommendation will be awarded to Intellibridge Partners, LLC. in the amount of \$80,000 for the period of January 1, 2013 through December 31, 2013. The department's Fiscal Impact Statement is attached.

Attachment: Administrative Services' Fiscal Impact Statement

cc: Kathy Buchanan, Deputy Director of Information Technology

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager (WOC)
DATE: December 11, 2012
SUBJECT: Intellibridge BPO19316 renewal

The Administrative Services Department's Telecommunications Division has budgeted appropriately for this Blanket Purchase Order and funding is available within the Division's FY12/13 Budget, Appropriation 02100.