

**MEMORANDUM
COUNTY OF PLACER
CHILD SUPPORT SERVICES**

TO: Honorable Board of Supervisors
FROM: Debbie Bartels, Administrative Services Officer, Child Support Services
DATE: July 21-~~22~~, 2008

SUBJECT: Approve an addition of \$700 to the agreement between the Department of Child Support Services and The Jernigan Group to provide Outreach services.

ACTION REQUESTED:

Approve Change Order No. 1 to PO089324-2 to increase the existing Purchase Order with The Jernigan Group by an additional \$700 and authorize the Purchasing Manager to sign the resulting Change Order to PO089324-2.

BACKGROUND:

As part of the Plan of Cooperation with the State Department of Child Support Services and the Placer County Department of Child Support Services, the Department is directed to engage in Outreach activities. To that effort, the Department has contracted with The Jernigan Group to provide services to assist with a radio campaign that announces services offered to the community by the Department. An additional \$700 is requested to finalize the campaign for a re-record that was necessary to insert the new customer service telephone number.

FISCAL IMPACT:

The Department of Child Support Services is funded 100% by State and Federal funding. There is no fiscal impact to the County General Fund resulting from the addition of the \$700 to the existing purchase order. The Department of Child Support Services has sufficient funding budgeted in FY 08-09 for this project.

