

MEMORANDUM

PLACER COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES

TO: Honorable Board of Supervisors
FROM: April Nunez, Administrative Services Officer, Placer County Child Support Services
DATE: March 22, 2011
SUBJECT: Approve Change Order No. 1 to Blanket Purchase Order BP018371 with Sapphire Technologies, Inc.

ACTION REQUESTED:

Approve Change Order No. 1 to Blanket Purchase Order BP018371 with Sapphire Technologies, Inc. of Sacramento, California for Technical Support Services of the Placer County Department of Child Support Services' computer network in the amount of \$105,000.00 for a revised maximum amount of \$150,000.00 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 (RFQ) No. 9764 for Information Technology Support Services adopting a list of qualified firms for four separate categories of service to be used on an as-needed basis in effect through April 30, 2011.

The Placer County Department of Child Support Services is requesting a change order to BP018371 for as-needed Information Technology Support Services to support the Department's computer network and work stations. BP018371 was established in the amount of \$45,000.00 for the period December 13, 2010 through December 31, 2011. Child Support Services Technology Solution Analyst (TSA) recently retired and Sapphire Technologies, Inc. is being utilized for technology services until the TSA position is filled. This increase will accommodate the Information Technology Support Services required during the remaining contract period. The Placer County Department of Child Support Services (CSS) estimates that an additional \$105,000.00 is required for Information Technology Support Services for the completion of current projects, and continued support within the Department. Upon your approval, the BPO's maximum amount will be increased to \$150,000.00

In accordance with Purchasing Policy Manual 2.1(g), the change order requested requires your Board's approval.

FISCAL IMPACT:

There is no impact to the General Fund as a result of this action. Child Support Services receives no General Fund allocation. The Department is fully funded by the State of California and the Federal Government. The revised BPO resulting from this recommendation will be increased by \$105,000.00 for a revised total amount of \$150,000.00. These costs are included in the Department's FY 2011-2012 Proposed Budget.

The contract is on file with the Clerk of the Board for review

cc: Troy Held, Director
Georgia Emslie, Management Analyst
Jim Boggan, Purchasing Manager

