

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: May 7, 2013
SUBJECT: Process Server and Related Services - Placer County Process Service Inc.

ACTION REQUESTED

1. Approve the renewal of a negotiated blanket purchase order with Placer County Process Service Inc. for process server and related services, in the maximum amount of \$65,000, funded by Federal and State revenues in the amount of \$57,000 and County General Fund in the amount of \$8,000, for the period of July 1, 2012 through June 30, 2013 and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

In July 2007, Health and Human Services-Children's System of Care (CSOC) negotiated a contract with Placer County Process Services Inc. (PCPS) for mandated process server, investigations, traces, searches, and stakeout services. As a result, a Consultant Services Agreement was executed on July 25, 2007 and has been subsequently renewed for five additional one year terms.

On June 5, 2012, your Board approved the renewal of the negotiated blanket purchase order (BPO) with PCPS. The resulting BPO will expire June 30, 2013. CSOC continues to have a requirement for this service and has requested a one-year renewal of the agreement in the amount of \$65,000. The vendor has agreed to the one-year renewal at the exact same pricing and terms.

Purchasing Policy Manual Section 1.3(a) exempts competitive bidding for professional services which involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training.

FISCAL IMPACT

Upon your Board's approval the new BPO will be issued in the maximum amount of \$65,000 for the period July 1, 2013 through June 30, 2014. The department's Fiscal Impact Statement is attached.

cc: Rebecca Mellott, Client Services Program Manager



Placer County
Health and Human Services Department

MEMORANDUM
Administrative Services Division

Date: May 7, 2013
To: Honorable Board of Supervisors
From: Rebecca Mellott, HHS Fiscal Program Manager
Subject: **Fiscal Impact Statement**
BPO for Process Server Services
Adult and Children's Systems of Care
For the period July 1, 2013 through June 30, 2014

The Department has budgeted appropriately for the renewal of this Blanket Purchase Order (BPO) in the amount of \$65,000 (\$8,000 net County cost), and funding is included in the FY2013-14 Requested Budget. This mandated service includes process server activities including investigations, traces, searches, and stakeout services. Funding for this BPO includes \$57,000 of Federal and State revenue, and \$8,000 of required County General Fund match.

Perspective, Hope, and Opportunity