

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: September 10, 2013
SUBJECT: Approve a Blanket Purchase Order with Robert Half Technologies for Information Technology Support Services.

ACTION REQUESTED

1. Approve a Blanket Purchase Order (BPO) with Robert Half Technologies of Sacramento, CA for information technology support services in the amount of \$300,000 funded by the Administrative Services FY13/14 budget with a net County cost of \$300,000 and authorize the Purchasing Manager to sign the resulting documents.

BACKGROUND

The Administrative Services Department's Information Technology Division (Department) has identified a need for information technology support services to augment its workforce to complete needed upgrades to the County Personal Computer infrastructure.

Microsoft announced the end-of-life and support for the Windows XP version of the Windows operating system as of April, 2014. The phasing out of this popular operating system by Microsoft includes the termination of their monthly release of software updates to remediate discovered security vulnerabilities in Windows software. Placer County technical staff has been judiciously replacing Windows XP with the stable release of the Windows 7 operating system when older computers are replaced and where the opportunity to upgrade existing computers is afforded.

The Department is performing a concentrated effort to assist with the upgrade of all Windows XP systems in the County. Approximately 1,700 of the County's 3,000 computers still remain to be upgraded to Windows 7. To accomplish this task while still maintaining the support for existing systems and other technical projects, the Department is seeking to augment the technical workforce with contracted staff for the Windows 7 Upgrade project. Funds for this augmentation will come out of the Administrative Services budget.

The BPO amount of \$300,000 exceeds the Purchasing Manager's authority and PPM 1.3(i) allows for an exception to competition for information technology services. Upon your Board's approval, the BPO's not to exceed amount will be established at \$300,000.

FISCAL IMPACT

The Administrative Services Department's Fiscal Impact Statement is attached.

Attachment: Administrative Services Department Fiscal Impact Statement

cc: Jerry Gamez, Director of Administrative Services
Kathy Buchanan, Deputy Director of Information Technology
Rick Branicki, Information Technology Manager
James Importante, Management Analyst

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager
DATE: September 10, 2013
SUBJECT: Approve a Blanket Purchase Order with Robert Half Technologies for Information Technology Support Services.

The Administrative Services Department's Information Technology Division has sufficient funding in the FY2013-2014 Budget to support the requested Blanket Purchase Order with a Net County cost of \$300,000. Funds are not encumbered until services are rendered against the Blanket Purchase Order.

ZZD