

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

**TO:** Honorable Board of Supervisors  
**FROM:** Brett Wood, Purchasing Manager  
**DATE:** April 22, 2014  
**SUBJECT:** Approve Change Order No. 1 to Blanket Purchase Order No. 21108 with SymSoft Solutions, LLC, for Information Technology Consultant Services.

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**ACTION REQUESTED**

Approve Change Order No. 1 to Blanket Purchase Order No. 21108 with SymSoft Solutions, LLC, of Sacramento, CA for consultant services in support of the Administrative Services Department's Information Technology Division with a budgeted net County cost of \$150,000 for a revised maximum BPO amount of \$200,000 and authorize the Purchasing Manager to sign the resulting change order.

**BACKGROUND**

The Administrative Services Department's Information Technology Division - Web Services Group (Department) is responsible for the day-to-day maintenance and support of the County's public website and intranet site. In February 2014, the Procurement Division issued a Blanket Purchase Order (BPO) in the amount of \$50,000 to SymSoft Solutions for the period of February 7, 2014 through December 31, 2014 to meet the Department's projected workload requirements.

The Department's Web Services Group consists of four information technology allocations of which two remain vacant/funded. Efforts to recruit for these specialized allocations are currently underway. However previous efforts to fill these positions with individuals possessing the required knowledge and skill sets have proven to be a lengthy and challenging process.

During peak workload periods, the Department has relied on the utilization of information technology consultants to augment its staffing levels for the completion of key web-related initiatives. The Department is estimating that an additional \$150,000 in consultant support services is needed for the completion of several key initiatives through the BPO contract period of December 31, 2014. These initiatives include enhanced reservation, calendar, social media, and e-commerce services for the Placer County public website and the County's intranet site.

The increase amount of \$150,000 exceeds the Purchasing Manager's change order authority and PPM 2.1(g) requires Board approval for a contract change in an amount greater than ten percent. Upon your Board's approval, the BPO's not to exceed amount will be increased to \$200,000.

An evaluation of required services by the Department will continue during the contract period to determine that the most cost effective and appropriate level of services is being provided. The BPO would be cancelled if an alternative method is deemed more effective.

**FISCAL IMPACT**

Upon your Board's approval, a change order to Blanket Purchase Order No. 21108 will be issued to Symsoft Solutions, LLC, in the total amount of \$200,000 for the period February 7, 2014 through December 31, 2014. The Administrative Services Department's has sufficient funding within its FY2013/14 Budget to support this request. Funds are not encumbered until services are actually purchased against the Blanket Purchase Order.

**Cc:** Jerry Gamez, Director of Administrative Services  
Kathy Buchanan, Deputy Director of Information Technology  
James Importante, Management Analyst

