

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BWW*
DATE: May 6, 2014
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 \$85,000, funded by Federal and State revenues in the amount of \$74,800 and County General Fund in the amount of \$10,200, for the period of July 1, 2014 through June 30, 2015, 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 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 May 7, 2013, your Board approved the renewal of the negotiated blanket purchase order (BPO) with PCPS. The resulting BPO will expire June 30, 2014. 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.

Therefore, your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$85,000 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval the new BPO will be issued in the maximum amount of \$85,000 for the period July 1, 2014 through June 30, 2015. The department has budgeted appropriately for these services in the department's FY2014-15 budget.

cc: Tom Lind, Program Manager – Children's System of Care

