

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

**TO:** Honorable Board of Supervisors

**FROM:** Brett Wood, Purchasing Manager *BW*

**DATE:** September 23, 2014

**SUBJECT:** Approve Change Order No. 2 to Blanket Purchase Order No. 21108 with SymSoft Solutions, LLC, for Information Technology Consultant Services.

**ACTION REQUESTED**

1. Approve Change Order No. 2 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 \$75,000 for a revised maximum BPO amount of \$275,000 and authorize the Purchasing Manager to sign the resulting change order and,
2. Approve the option to renew the blanket purchase order for one additional one-year period from January 1, 2015 through December 13, 2015 provided that the renewal amount does not exceed 10 percent of the recommended BPO amount of \$275,000, funded by the Administrative Services proposed FY2105-16 budget; and authorize the Purchasing Manager to sign the resulting Blanket Purchase 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. On April 22, the Board approved change order No. 1 for an additional \$150,000.

The Department's Web Services Group consists of four information technology allocations of which one remains vacant/funded. Efforts to recruit for this specialized allocation are currently underway. However previous efforts to fill this position with individuals possessing the required knowledge, experience, 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 \$75,000 in consultant support services is needed for the completion of several key initiatives through the BPO contract period of December 31, 2014. Placer County Public website initiatives include enhanced reservation, calendar, social media, and redesigned pages specifically for the Tahoe Region, Government Transparency and Transient Occupancy Tax.

The increase amount of \$75,000 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 \$275,000.

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, change order No. 2 for an additional \$75,000 to Blanket Purchase Order No. 21108 will be issued to Symsoft Solutions, LLC, for a revised total amount of \$275,000 for the period February 7, 2014 through December 31, 2014. The Administrative Services Department's has sufficient funding within its FY2014-15 Budget

and will be proposed in the FY2015-16 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