

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: August 18, 2015
SUBJECT: Information Technology Support Services – Randstad Technologies

ACTION REQUESTED

1. Approve Blanket Purchase Order change order with Randstad Technologies of Sacramento, CA for information technology support services, in the amount of \$350,000 increasing the total to \$749,000. Funding is provided by Administrative Services in the FY 2015-16 Proposed Budget.
2. Approve the option to renew the blanket purchase order for one additional one-year term with a renewal amount not to exceed 10 percent in aggregate of the award amount.

BACKGROUND

On September 23, 2014 your Board approved the award of a blanket purchase order (BPO) with Randstad Technologies for information technology support services to be used by the Administrative Services, Information Technology Division (IT). The Department has identified a need for the services to augment its workforce during peak workload periods and during the completion of information technology projects that otherwise could not be completed due to vacancies, retirements, and extended leave of absences. On January 1, 2015, BP021721 was awarded to Randstad Technologies in the amount of \$399,000 to provide professional/technical resources to support Project Management, Customer Service Center, HHS Application Support, and Web teams. Initiatives in these areas include: project management support, database administration support, website administration and deployment of new workstations.

The initial BPO award amount was based on staffing levels and workload projections. However, the Department has encountered difficulties in recruiting Information technology professionals with the knowledge and skill sets required to fill the vacant/funded positions which have resulted in the accelerated depletion of available BPO funds. Based on these impacts, IT is estimating that an additional \$350,000 is required for information technology support services to support initiatives noted above through the BPO contract period of December 31, 2015. An evaluation of required services by the Information Technology Division will continue during the contract period and may be adjusted as duties are transitioned once vacant/funded positions are filled.

The increase amount of \$350,000 exceeds the Purchasing Manager's authority and PPM 2.1(g) requires Board approval for a contract change in an amount greater than ten percent. Therefore, your Board's approval is required to process a change order to increase the BPO.

FISCAL IMPACT

Upon your Board's approval, BP021721 will be increased by \$350,000 to a new maximum amount of \$749,000. Funding is available in the Administrative Services Department's FY 2015-16 Proposed Budget and will be included in subsequent fiscal year requested budgets to support the requested BPO renewal. Funds are not encumbered until services are rendered against the BPO.

cc: Kathy Buchanan, Deputy Director of Information Technology
Jarrett Thiessen, Information Technology Manager
Michael Spak, Information Technology Manager
Kevin Krogsrud, Information Technology Manager

