

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: January 5, 2016
SUBJECT: Change Order No. 2 to Blanket Purchase Order No. 22028 for Information Technology Consultant Services – PRJ Consulting

ACTION REQUESTED

Approve Change Order No. 2 to Blanket Purchase Order No. 22028 with PRJ Consulting Inc. of Valencia, CA for consultant services in support of the Administrative Services Department's Information Technology Division in the amount of \$100,000 for a revised maximum amount of \$150,000. Funded by Administrative Services' FY 2015-16 Final Budget; and

Approve the option to renew the blanket purchase order for one additional one-year period from July 1, 2016 through June 30, 2017 provided the renewal amount does not exceed 10 percent of the revised BPO amount of \$150,000.

BACKGROUND

The Administrative Services Department's Information Technology Division – ACORN Support Services Group (Department) is responsible for the day-to-day maintenance and support of the County's Human Resource Management System ("ACORN"). The Department's ACORN Support Services Group consists of four information technology allocations. 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 projects, such as the mandated Affordable Care Act IRS reporting requirements, as well as provide custom support services as needed.

Procurement Services issued Blanket Purchase Order No. 22028 in the amount of \$25,000 to PRJ Consulting Inc. for the period of July 1, 2015 through June 30, 2016 to provide additional resources to meet the Department's projected workload requirements. On November 12, 2015 the Purchasing Manager approved Change Order No. 1 which increased the BPO by \$25,000 to a new maximum amount of \$50,000. The Department estimates that an additional \$100,000 is needed for the completion of several key initiatives through the BPO period of June 30, 2016. The requested increase exceeds the Purchasing Manager's change order authority.

An evaluation of required services by the Department will continue during the BPO 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 will be issued to increase the BPO by \$100,000 to a maximum amount of \$150,000. The Administrative Services Department has sufficient funding within its FY2015-16 Final Budget to support this request. Funds are not encumbered until services are actually requested against the Blanket Purchase Order.

cc: Melissa Nunnink, Administrative and Fiscal Operations Manager
Kathy Buchanan, Deputy Director of Information Technology
Mike Spak, Information Technology Manager

