



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Change Order to Blanket Purchase Order No. 21671 – Cooperative Personnel Services

ACTION REQUESTED

Approve Change Order No. 1 to Blanket Purchase Order No. 21671 with Cooperative Personnel Services of Sacramento, CA for occupational exams in the amount of \$23,000 for a revised maximum amount of \$73,000; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Human Resources Department requires a blanket purchase order (BPO) for the rental of standardized occupational exams. Cooperative Personnel Services (CPS) has contracted with the State of California to provide standardized tests for state and local government for Fire Service, Law Enforcement, and other test for various professional occupations. CPS is the only vendor authorized to provide the tests which require State certification. CPS can also provide customized tests specifically for the County's needs.

Procurement issued BPO No. 21671 to CPS for these services, effective for the two-year period of December 21, 2014 through November 30, 2016, and in the maximum amount of \$50,000. Human Resources historically spends an average of \$20,000 per year on this service. However, over the past few months the department has experienced an increase in the number of recruitments which require the use of the exams provided by CPS. The department estimates that an additional \$23,000 is needed to pay for these testing services through the term of the BPO. This increase requires your Board's approval.

FISCAL IMPACT

Upon your Board's approval Change Order No. 1 will be issued to increase Blanket Purchase Order No. 21671 by \$23,000 resulting in a new maximum amount of \$73,000. Funding for this increase will be paid from Human Resources' FY 2015-16 Final Budget and FY 2016-17 Requested Budget. Funds are not encumbered until services are requested against the blanket purchase order.

Cc: Lori Walsh, Human Resources Director

