



**MEMORANDUM  
ADMINISTRATIVE SERVICES  
PROCUREMENT SERVICES  
County of Placer**

TO: Board of Supervisors DATE: April 5, 2016  
FROM: Brett Wood, Purchasing Manager  
SUBJECT: Information Technology Support Services – Randstad Technologies

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**ACTION REQUESTED**

Approve Blanket Purchase Order change order with Randstad Technologies of Sacramento, CA for information technology support services, in the amount of \$100,000 increasing the total to \$150,000. Funding is provided by the Department of Public Works and Facilities in the FY 2015-16 Final Budget and to be included in the FY2016-17 Requested Budget, resulting in no new net County cost;

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; and

Authorize the Purchasing Manager to sign the resulting blanket purchase order.

**BACKGROUND**

On January 8, 2016, Blanket Purchase Order No. BP022438 (BPO) was awarded to Randstad Technologies in the amount of \$50,000 for information technology support services to be used by the Department of Public Works and Facilities. 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.

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, the department is estimating that an additional \$100,000 is required for information technology support services to support initiatives noted above through the BPO contract period of December 31, 2016. An evaluation of required services by the department will continue during the contract period and may be adjusted as duties are transitioned once vacant/funded positions are filled.

The increase amount of \$100,000 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, BP022438 will be increased by \$100,000 to a new maximum amount of \$150,000. Funding is available in the Department of Public Works and Facilities' FY 2015-16 Final 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: Cynthia Taylor, Senior Administrative Services Officer

