



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors DATE: May 3, 2016
FROM: Brett Wood, Purchasing Manager
SUBJECT: Information Technology Support Services – NTT Data, Inc.

ACTION REQUESTED

Approve Change Order No. 1 to Blanket Purchase Order No. 022455 with NTT Data, Inc. of Boston, MA for information technology support services in the amount of \$138,000, increasing the total to \$188,000. Funding is provided by the Administrative Services Department in the FY 2015-16 Final Budget and will 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 (1) 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 all required documents.

BACKGROUND

On January 14, 2016, Blanket Purchase Order No. BP022455 (BPO) was awarded to NTT Data, Inc. in the amount of \$50,000 for information technology support services to support the maintenance of the Department of Health and Human Services' CalWIN systems.

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 \$138,000 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 \$138,000 exceeds the Purchasing Manager's authority. Purchasing Policy Manual Section 2.1(g) requires Board approval for a contract change in an amount greater than 10 percent.

FISCAL IMPACT

Funding is available in the Administrative Services Department's FY 2015-16 Final Budget and will be included in the FY 2016-17 Requested Budget to support the requested BPO. Funds are not encumbered until services are rendered against the BPO.

cc: Kathy Buchanan, Deputy Director of Information Technology
Kevin Krogsrud, Information Technology Manager

