



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

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Temporary Staffing Services – HR Management Inc.

ACTION REQUESTED

Approve Change Order No. 5 to Countywide Blanket Purchase Order No. 22020 with HR Management Inc. of Oakland, CA for Temporary Staffing services for all County departments, in the amount of \$700,000 for a revised maximum amount of \$1,350,000, funded by County departments' FY 2016-17 Proposed Budgets; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

Many County departments have a need for temporary staffing during periods of unusually high workload, intermittent employee absences, or to complete specific, short-term projects. The use of temporary staffing is not intended to replace or circumvent the County's standard hiring practices. To enable the use of these staff, a blanket purchase order (BPO) is generally established with an employment agency for use by all County departments. On June 16, 2015 your Board approved the award of Request for Proposals No. 10429 HR Management Inc. to provide Temporary Staffing services for all County departments. As the result, BPO No. 22020 was issued for the effective period of July 1, 2015 through December 31, 2016. Staffing under this agreement is limited to the positions of Administrative Clerk-Journey and Account Clerk-Journey for most County departments, and Elections Technician and Elections Warehouse Worker for the Elections Department.

This BPO was issued in the maximum amount of \$600,000. It has been amended on a few occasions to clarify various elements of the required scope of work. It was also recently increased under the Purchasing Manager's authority to a maximum amount of \$650,000. The Human Resources Department has reported that, due to an unanticipated increase in the use of temporary staffing countywide, the current BPO amount will not be sufficient to accommodate departments' needs through the end of the BPO term, December 31, 2016. Human Resources staff has estimated that the BPO will need to be increased by \$700,000. The increase is due to a need for a significant amount of temporary staff to support activities related to the upcoming General Election in November 2016, as well as other anticipated staffing needs for other County departments.

The requested increase requires your Board's approval, in accordance with Section 2.1(g) of the Purchasing Policy Manual.

FISCAL IMPACT

County departments are responsible for assuring that these expenses are included in their respective budgets without additional County cost. Funds are not encumbered until services are provided.

cc: Lori Walsh, Director of Human Resources
Judy LaPorte, Assistant Director of Human Resources
Ryan Ronco, County Clerk-Recorder/Registrar of Voters

