

**MEMORANDUM
COUNTY OF PLACER
Administrative Services Department
Procurement Services Division**

TO: Honorable Board of Supervisors
FROM: David Seward, Purchasing Manager
DATE: June 13, 2006
SUBJECT: Recommendation to Add \$160,000 to BP013065, and to Renew BP013064 and BP013065 in the Maximum Aggregate Amount of \$1,300,000.00 with Adecco USA for Temporary Help Services

ACTION REQUESTED

Approve Change Order No. 1 to BP013065 with Adecco USA of Grass Valley for temporary help services, increasing the maximum amount by \$160,000.00, and approve renewal of County-Wide BP013064 and HHS BP013065 with Adecco for temporary help services in the maximum aggregate amount of \$1,300,000.00, and authorize the Purchasing Manager to sign the resulting Change Order and BPOs.

BACKGROUND

From time to time, all County departments and divisions require temporary help when a position is vacant for a short period of time, or to complete a specific, short term project such as a special election. On August 9, 2005, your Board approved award of Bid No. 9462 to Adecco USA, of Grass Valley, to provide administrative temporary help as needed. Two blanket purchase orders resulted from this award. The first was a County-Wide BPO in the amount of \$650,000.00, administered by the Personnel Department for all departments and divisions except Health and Human Services (HHS). The second BPO was for HHS in the amount of \$400,000.00, due to the size of this department and estimated amount of usage.

The Department of Health and Human Services currently has approximately 80 unfilled positions for which recruitments are pending, a condition which, due to the number of retirements and departures, and due to delays in filling many of these open positions, has been substantially unchanged for the duration of FY05/06. Because more temporary help has been needed than originally anticipated, and in order to keep some HHS functions operational until staff can be hired, HHS requests that \$160,000.00 be added to BP013065, raising the maximum amount to \$560,000.00.

Adecco has been very responsive in providing temporary help for the County. The terms of Bid No. 9462 allow for annual renewal if the cost and terms are satisfactory to the County. Adecco has agreed to a one-year renewal of both BPOs for the exact same pricing and terms as the original agreements.

FISCAL IMPACT

The blanket purchase order change and renewals resulting from this recommendation will be on an as needed, if needed basis. The requested change order increase for HHS for fiscal year 2005-06 is \$160,000.00. The estimated amounts of usage for the period July 1, 2006 through June 30, 2007 and associated maximum amounts of the renewal blanket purchase orders are \$650,000.00 for county-wide usage and \$650,000.00 for HHS, for a maximum aggregate amount of \$1,300,000.00. All departments budget independently for these expenditures.

cc: Lori Walsh, Personnel
Richard Burton, HHS/Admin
Michelle Swain-Beauchamp, HHS/HR

