

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BMW*
DATE: January 7, 2014
SUBJECT: Technology Project Management Services - TEK Systems Inc.

ACTION REQUESTED

1. Approve the annual renewal of a blanket purchase order with TEKSystems, Inc. of Rancho Cordova for technology project management services for the Sheriff's Office in the maximum amount of \$125,000, funded by the Sheriff's current budget for Fiscal Year 2013-14 and proposed budget for Fiscal Year 2014-15, for the period of January 1, 2014 to December 31, 2014, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

This Sheriff's Office requires the services of an IT consulting firm to provide IT support services on an as-needed basis. Access to these on-call services enables the Sheriff to make the best use of existing IT staff, augmented with the contractor's staff, to provide optimum support of existing systems and effective implementation of new projects. In September 2009 a blanket purchase order (BPO) was awarded to TEKSystems Inc. to provide professional technical and project management services to the Sheriff's Office for the implementation and support of critical public safety technology projects. The BPO has been subsequently renewed on an annual basis. The last BPO expired on December 31, 2013.

The Sheriff has expressed a continuing need for these services and has requested renewal of the BPO for an additional year. TEKSystems has agreed to the renewal at the same pricing, terms, and conditions. Section 1.3(i) of the Purchasing Policy Manual (PPM) exempts these IT services from competitive bidding. PPM Section 1.3(o) also allows for the renewal of the agreement based on the satisfactory service and reasonable terms offered by the vendor.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be issued to TEKSystems for the period January 1, 2014 through December 31, 2014 in the maximum amount of \$125,000. The department has advised that these expenses have been budgeted appropriately in the current Fiscal Year 2013-14 budget and will be included in the proposed budget for Fiscal Year 2014-15.

cc: Judy LaPorte, Administrative Services Manager, Sheriff
Jerry Silva, IT Manager, Sheriff

