

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: January 7, 2014
SUBJECT: Temporary Help Services for Elections – Search Pros Staffing

ACTION REQUESTED

1. Approve the award of a blanket purchase order to Search Pros Staffing of Citrus Heights for temporary help services for Elections in the maximum amount of \$377,000, funded by Elections' current budget for FY 2013-14 and requested budget for FY 2014-15, for the period of January 7, 2014 to December 31, 2014, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

On July 9, 2013 your Board approved the award of competitive RFP No. 10248 to SearchPros Staffing of Citrus Heights. As the result, Countywide blanket purchase order (BPO) No. 20665 was issued in the maximum amount of \$150,000 for the effective period of July 9, 2013 through June 30, 2014. The BPO is utilized by County departments for short-term staffing and is coordinated by the Personnel Department. Departments may utilize temporary staff for the classifications of Administrative Clerk-Journey, Account Clerk-Journey, and Elections Technician.

The Elections Division utilizes a large number of temporary staff for required activities prior to, during, and subsequent to specific elections. Elections will be managing several elections in 2014 and will need a larger workforce than in previous years which is likely to prematurely deplete the Countywide BPO. Elections and Personnel have determined that it will be more efficient for Elections to have a separate BPO for their specific needs.

Elections has requested a BPO for the period January 7, 2014 through December 31, 2014 in the maximum amount of \$377,000. The scope of services, billing rates, and terms will be the same as the Countywide BPO.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be issued to Search Pros Staffing for the period January 7, 2014 through December 31, 2014 in the maximum amount of \$125,000. The department has budgeted appropriately for this expense in the current Fiscal Year 2013-14 budget and will request continued funding in the proposed budget for Fiscal Year 2014-15.

cc: Jim McCauley, County Clerk-Recorder-Registrar
Ryan Ronco, Assistant Recorder-Registrar of Voters

