MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: July 8, 2014
SUBJECT: Hearing Officer Services

ACTION REQUESTED

1. Approve the renewal of sole source blanket purchase orders with Donald M. Thommen of Lincoln, Gail C. Schulze of Garden Valley, and David J. Bills of Granite Bay for Hearing Officer services in the maximum aggregate amount of $99,000, for funded by the Health and Human Services proposed FY2014-15 budget with no new net County cost, for the period of July 1, 2014 through June 30, 2015;

2. Approve the option to renew the resulting blanket purchase orders for two additional one-year periods provided the renewal amount does not exceed 10 percent of the recommended aggregate amount of $99,000; and

3. Authorize the Purchasing Manager to sign the resulting blanket purchase orders and to transfer funds between the blanket purchase orders as needed.

BACKGROUND

Health and Human Services (HHS) requires the services of hearing officers to conduct certification reviews and capacity hearings to determine whether individuals should be remanded to residential treatment for mental disorders or other serious impairment. Hearing Officers are typically licensed attorneys who have a thorough understanding of the Welfare & Institution Codes that apply to these matters. HHS negotiated blanket purchase orders (BPOs) with Donald Thommen, Gail Schulze, and David Bills to provide services during Fiscal Year 2014. The department has been satisfied with their service and requested renewal of the BPOs for Fiscal Year 2015. All three of the hearing officers have agreed to renew at the same pricing and terms. Section 1.3(a) of the Purchasing Policy Manual exempts these professional services from competitive bidding.

Your Board’s approval is required to proceed with BPOs in the maximum aggregate amount of $99,000 and to authorize the Purchasing Manager to sign the resulting BPOs.

FISCAL IMPACT

Upon your Board’s approval, BPOs will be issued in the maximum aggregate amount of $99,000 for the period July 1, 2014 through June 30, 2015. HHS has identified sufficient funding in the proposed FY2014-15 budget to support these requested BPOs. Funds are not encumbered until services are rendered against the BPOs.

cc: Maureen Bauman, Director, HHS-Adult System of Care