



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

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Information Technology Support Services – Bytezoom Technologies

ACTION REQUESTED

Approve Change Order No. 1 to a contract with Bytezoom Technologies of Washougal, WA for information technology support services, in the amount of \$100,000, increasing the total to \$149,224, and extending the contract time period to July 31, 2018. Funding is provided by Administrative Services' FY 2016-17 Final Budget, resulting in no new net County cost.

BACKGROUND

On March 15, 2017, the Purchasing Manager entered into a contract on behalf of the Administrative Services Department's Information Technology Division (Department) with Bytezoom Technologies of Washougal, WA in the amount of \$49,224 through March 15, 2018. The Department requires the services from Bytezoom Technologies to assist with technical business process automation (BPA) utilizing the K2 platform in support of the County's IT Strategic Plan. The services include K2 architecture review and implementation for security and performance; to provide guidance and support with application design and development according to "best practices"; to provide on-going administrative and application support as necessary.

The initial contract award amount was based on staffing levels and workload projections. However, the Department has determined that it is necessary to increase the contract amount in order to complete the necessary services supporting the information technology services. The department is estimating that an additional \$100,000 is required for information technology support services to assist with the initiative noted above through the extended contract period of July 31, 2018.

Per the Purchasing Policy Manual Section 2.1(b), the requested amount exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to proceed with a change order in the amount of \$149,224 and to authorize the Purchasing Manager to sign the resulting document.

FISCAL IMPACT

Funding is provided through the Administrative Services' FY 2016-17 Final Budget. Funds are not encumbered until services are performed against the resulting agreement.

Cc: Jarrett Thiessen, Deputy Director of Information Technology
Mike Spak, Information Technology Manager
Melissa Spak, Administrative & Fiscal Operations Manager

