COUNTY OF Placer

MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Board of Supervisors DATE: November 22, 2016

FROM: Brett Wood, Purchasing Manager

SUBJECT: Occupational Examination Materials – Cooperative Personnel Services

ACTION REQUESTED
Approve the renewal of a negotiated blanket purchase order with Cooperative Personnel Services of Sacramento, CA for occupational examination materials in the amount of $60,000 for the period November 22, 2016 through December 31, 2017. Funding is provided by Human Resources' FY 2016-17 Final Budget and will be included in the FY 2017-18 Requested Budget.

Approve the option to renew the blanket purchase order for two (2) additional one-year periods provided the renewal amount does not exceed 10 percent of the recommended maximum amount of $60,000.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND
The Human Resources Department requires a blanket purchase order (BPO) for the use of standardized occupational examinations. Cooperative Personnel Services (CPS) has contracted with the State of California to provide standardized tests for state and local government for Fire Service, Law Enforcement, Office & Clerical, and various Professional occupations. CPS is the only vendor authorized to provide the tests which require State certification. CPS can also provide customized examinations specifically for the County's needs.

Purchasing Policy Manual Section 1.3(a) permits the award of contracts for professional services without competitive bidding, and Section 1.3(o) allows for the renewal of this contract based on the vendor's satisfactory performance and to avoid an interruption to the County's criminal prosecution operations. This renewal meets both criteria.

Therefore your Board's approval is required to award a new one-year BPO in the department's requested maximum amount of $60,000 for the period November 22, 2016 through December 31, 2017.

FISCAL IMPACT
Funding for these services will be provided by Human Resources' FY 2016-17 Final Budget and will be included in the FY 2017-18 Requested Budget. Funds are not encumbered until services are requested against the blanket purchase order.

CC: Lori Walsh, Human Resources Director
Judy LaPorte, Human Resources Assistant Director

Attachment: CPS Test Rental and Use Agreement on file with Clerk of the Board