



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Change Order No. 1 to Blanket Purchase Order No. 22747 for Civil Process Server Services – Placer County Process Services Inc.

ACTION REQUESTED

Approve Change Order No. 1 to Blanket Purchase Order No. 22747 with Placer County Process Services Inc. of Auburn, CA for civil process server services in the amount of \$25,200 for a revised maximum amount of \$75,200.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Department of Health and Human Services' Children's System of Care (CSOC) requires a blanket purchase order (BPO) to legally notify parents of the court hearing being set for the termination of their parental rights so children may be adopted as mandated by the State. On July 1, 2016, the Purchasing Manager approved the award of negotiated Blanket Purchase Order No. 22747 to Placer County Process Services Inc. for civil process server services on as needed basis for the period of July 1, 2016 through December 31, 2016.

Due to an increased need for services, CSOC inadvertently exceeded the maximum allowable blanket purchase order amount. It did not become apparent until after the contract period ended that the BPO amount is not sufficient to pay for services rendered through the term of the agreement. CSOC has determined that an additional \$25,200 is needed to pay for services for this contract period.

Per Purchasing Policy Manual Section 2.1(b), the requested increase amount of \$25,200 exceeds the Purchasing Manager's authority and requires your Board's approval.

FISCAL IMPACT

Funding for this purchase is included in the Department of Health and Human Services' FY 2016-17 Final Budget.

cc: Candyce Skinner, Program Manager, Children's System of Care

