


PLACER COUNTY
ADMINISTRATIVE SERVICES DEPARTMENT
MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Andy Marks, Information Technology Manager 

DATE: November 6, 2012

SUBJECT: Approve Change Order No. 2 to Blanket Purchase Order No. 19316 with Intellibridge Partners of Sacramento, CA in the Amount of \$30,000 for Media Consultant Services.

ACTION REQUESTED

Approve Change Order No. 2 to Blanket Purchase Order No. (BPO) 19316 with Intellibridge Partners of Sacramento, CA for media consultant services in support of the Telecommunication Division's Media Services Group, with a budgeted net County cost of \$30,000 for a revised maximum BPO amount of \$80,000, and authorize the Purchasing Manager to sign the resulting change order.

BACKGROUND

The Administrative Services Department utilizes media consultant services to supplement the Media Services' technical staff in support of the production of the Board of Supervisors bi-weekly meetings, the County's video teleconferencing network and video production services for County departments. To meet this requirement a BPO in the amount of \$36,000 was issued for the period of January 1, 2012 through December 31, 2012. Change Order No. 1 was issued in the amount of \$14,000 to accommodate additional support services required during the initial contract period. The total amount of this BPO is currently \$50,000.

The Telecommunications Division is estimating that an additional \$30,000 is required in media consultant services for the completion of projects through the BPO contract period of December 31, 2012, due to an unanticipated staff vacancy. An evaluation of required services by the Telecommunications Division will continue during the contract period to determine that the most cost effective and appropriate level of services are being provided. The BPO would be cancelled if an alternative method is deemed more effective.

The increase amount of \$30,000 exceeds the Purchasing Manager's change order authority and PPM 2.1(g) requires Board approval for a contract change in an amount greater than ten percent. Upon your Board's approval, the BPO's not to exceed amount will be increased to \$80,000.

FISCAL IMPACT


The Administrative Services Department's Telecommunications Division (Department) has sufficient funding to support this request. Funds are not encumbered until services are actually purchased against the Blanket Purchase Order.

Attachment

Cc: Jerry Gamez, Director of Administrative Services
Kathy Buchanan, Deputy Director of Information Technology
Allison McCrossen, Budget Analyst
Melissa Nunnink, Administrative & Fiscal Operations Manager (WOC)
Brett Wood, Purchasing Manager

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager (WOC) 

DATE: November 6, 2012

SUBJECT: Approve Change Order No. 2 to Blanket Purchase Order No. 19316 with Intellibridge Partners of Sacramento, CA in the Amount of \$30,000 for Media Consultant Services.

The Administrative Services Department's Telecommunications Division has budgeted appropriately for this Blanket Purchase Order and funding is available in the Telecommunication Division's FY2012-13 Budget (02100).