



MEMORANDUM
PROCUREMENT SERVICES DIVISION
County of Placer

TO: Honorable Board of Supervisors **DATE:** July 12, 2022
FROM: Jane Christenson, Acting County Executive Officer
BY: Brett Wood, Purchasing Manager
SUBJECT: Information Technology Support Services – Amick Brown, LLC

ACTION REQUESTED

1. Renew Supplier Contract SCN104097 with Amick Brown, LLC of Lincoln, CA for information technology support services in the maximum amount of \$140,000 for the period of July 1, 2022 through June 30, 2023.
2. Authorize the Purchasing Manager to sign all required documents subject to department concurrence and available funding.

BACKGROUND

The Health and Human Services Department (HHS), Public Health division serves all people of Placer County by preventing disease, injury, premature death and disability by promoting healthy lifestyles, behaviors and environments; monitoring, controlling and investigating communicable diseases; enforcing laws and regulations that protect health and ensure safety; facilitating access for eligible families to health care for Medi-Cal, California Children’s Services, Child Health and Disability Prevention, and other public programs; and preparing for and responding to disease outbreaks.

Since September 2021, Amick Brown, LLC (“Amick Brown”) has provided IT services to support the development and maintenance of the County’s public health reporting systems. Amick Brown’s staff have specialized training and are familiar with Placer County process, procedures, and policies as well as the specific technology requirements to complete these services. Supplier Contract SCN104097 expires June 30, 2022. HHS continues to require these services to support data analysis as well as the continued development and maintenance of the public health reporting systems.

Procurement Policy Sections 3.5(D) and 3.5(B) allow for the execution of this agreement without further competitive process. An evaluation of the services required by the HHS will be conducted to determine the most cost effective and appropriate level of service provided. The agreement can be canceled should an alternative method be deemed more effective.

Amick Brown has agreed to the pricing and terms of the executed Master Services Agreement between Amick Brown and the County. The action requested exceeds the Purchasing Manager’s authority and requires your Board’s approval in accordance with the Procurement Policy.

Honorable Board of Supervisors

June 28, 2022

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FISCAL IMPACT

Funding for the agreement renewals is included in the Health and Human Services Department's (CC14011) FY 2022-23 recommended Budget. Funds are not encumbered until services are provided against the contract.

ATTACHMENTS

None