

**MEMORANDUM**  
**COUNTY OF PLACER**  
**ADMINISTRATIVE SERVICES DEPARTMENT**  
**PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: June 5, 2012

SUBJECT: Approve the Renewal of a Blanket Purchase Order Resulting from a Negotiated Contract with Placer County Process Service Inc. for Process Server and Related Services in the Maximum Amount of \$65,000.00

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**ACTION REQUESTED**

Approve the renewal of a Blanket Purchase Order (BPO) resulting from a negotiated contract with Placer County Process Service Inc. for process server and related services, in the maximum amount of \$65,000.00 for the period July 1, 2012 through June 30, 2013, and authorize the Purchasing Manager to sign the resulting documents.

**BACKGROUND**

In July 2007, Health and Human Services-Children's System of Care negotiated a contract with Placer County Process Services Inc. (PCPS) for mandated process server, investigations, traces, searches, and stakeout services. As a result a BPO was awarded for the period July 25, 2007 through June 30, 2008 and was subsequently renewed for three additional one year terms. On May 8, 2012 your Board approved a request to increase the current BPO to a maximum amount of \$65,000.00.

The department has submitted a request to renew the BPO for another year in the maximum amount of \$65,000.00. PCPS has agreed to renew at the same pricing, terms, and conditions. PCPS's current insurance certificates and additionally insured endorsement are on file and appear to meet the County's minimum requirements.

Purchasing Policy Manual Section 1.3(a) exempts competitive bidding for professional services which involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training.

**FISCAL IMPACT**

Upon your Board's approval the new BPO will be issued in the maximum amount of \$65,000.00 for the period July 1, 2012 through June 30, 2013. The department's Fiscal Impact Statement is attached.

cc: Rebecca Mellott, Client Services Program Manager



**Placer County  
Health and Human Services Department**

**Administrative Services Division**

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Date: June 5, 2012  
To: Honorable Board of Supervisors  
From: Rebecca Mellott, Client Services Program Manager  
Subject: **Fiscal Impact Statement  
BPO for Process Server Services  
Children's System of Care  
For the period July 1, 2012 to June 30, 2013**

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The Department has budgeted appropriately for this \$65,000 Blanket Purchase Order (BPO). The renewal amount is equal to the \$65,000 from the current BPO and is included in the Department's FY2012-13 Requested Budget. Process Service provides legal process services, investigations, traces and related background search services to assure that due process is followed in the serving of legal papers required in certain child welfare cases for the Children's System of Care. Funding for this BPO includes \$59,000 from Federal and State sources and \$6,000 of required County General Fund match.

*Perspective, Hope, and Opportunity*