

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

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BWB*

DATE: July 10, 2012

SUBJECT: Approve an Increase to the Administrative Services Department's Blanket Purchase Order with Randstad Technologies for Information Technology Support Services in the Amount of \$150,000

ACTION REQUESTED

Approve an increase in the amount of \$150,000 to the Administrative Services Department's Blanket Purchase Order (BPO) with Randstad Technologies of Sacramento, CA for information technology support services and authorize the Purchasing Manager to sign the resulting documents.

BACKGROUND

On April 29, 2008, your Board approved the award of competitive Request for Qualifications No. 9764 for Information Technology Support Services adopting a list of qualified firms for Countywide use. On March 13, 2012, your Board approved the second one-year renewal of the Information Technology Support Services Qualified List.

The Administrative Services Department's Information Technology Division has identified a need for information technology support services to augment its workforce due to recent retirements of highly specialized technical positions. On January 12, 2012 BP019453 was awarded to Randstad Technologies in the amount of \$49,000 to provide professional/technical resources for first and second level support of the County's Enterprise Data Network's applications and workstations maintained by the Information Technology Division (IT).

IT continues to rely on information technology support services to augment its workforce, as a result of key retirements of highly specialized positions, for the implementation of several information technology initiatives. These initiatives include the implementation of the Information Technology/Health and Human Services Management Information Systems (IT/HHS-MIS) Consolidation Project, the Network Active Directory Consolidation Project, the Help Desk Application Consolidation Project, the Help Desk Call Center Project, and the deployment of new workstations.

The initial BPO award amount of \$49,000 was based on staffing levels at the time of execution of contract and preliminary project workload projections. However, the impact of several unanticipated retirements has resulted in the accelerated depletion of available BPO funds. Based on the projects noted above, IT is estimating that an additional \$150,000 is required for information technology support services for the completion of these projects through the BPO contract period of December 31, 2012.

An evaluation of services required by IT will be conducted as positions are filled to determine the most cost effective and appropriate level of service and security of data is being provided. The BPO can be cancelled should an alternative method be deemed more effective.

The increase amount of \$150,000 exceeds the Purchasing Manager's 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 \$199,000.00.

FISCAL IMPACT

The Administrative Services Department's Fiscal Impact Statement is attached.

Attachment: Administrative Services Department Fiscal Impact Statement

cc: Kathy Buchanan, Deputy Director of Information Technology
Rick Branicki, Information Technology Manager

283

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Kathy Buchanan, Deputy Director of Information Technology

DATE: July 10, 2012

SUBJECT: **Fiscal Impact Statement**

Approve an Increase to the Administrative Services Department's Blanket Purchase Order with Randstad Technologies for Information Technology Support Services in the Amount of \$150,000

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

The Department has requested sufficient funding for this Blanket Purchase Order in the Information Technology Division's FY 2012-13 Budget (02100) submission.