



**MEMORANDUM**  
**OFFICE OF THE**  
**PERSONNEL**  
**DEPARTMENT**  
**COUNTY OF PLACER**

**TO:** Honorable Board of Supervisors  
**FROM:** Nancy Nittler, Personnel Director  
By: Lori Walsh, Assistant Personnel Director  
**DATE:** March 12, 2013  
**SUBJECT:** Approve the increase to the Countywide BPO with Adecco USA Inc.

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**ACTION REQUESTED**

Approve an increase to the countywide blanket purchase order (BPO) No. 19999 with Adecco USA Inc. for temporary help services, with a budgeted net county cost in the amount of \$50,000 for a revised maximum BPO amount of \$100,000 funded by Placer County Departments' budgets for the period ending September, 2013, and authorize the Purchasing Manager to sign the resulting BPO amendment.

**BACKGROUND**

On July 1, 2012, the Department of Administrative Services, Procurement Services Division, issued a countywide blanket purchase order (BPO) to Adecco USA Inc. to provide temporary services for Placer County departments in the amount of \$50,000 which will expire on June 30, 2013.

Given the extensive use of temporary help employees in the Clerk Recorder's Office to assist with two elections (one of which could not have been anticipated until the conclusion of the first election) the original BPO amount will be spent prior to the end of this fiscal year.

The Board will be requested to consider a new temporary help contract pending the conclusion of a competitive bid process.

We estimate that an amendment to increase the original contract by \$50,000 to a total of \$100,000 will sufficiently cover the temporary services needed.

**FISCAL IMPACT**

Use of temporary help does not incur long term funding obligations for benefits and retirement. All County departments have access to these services through Adecco USA Inc. County departments' budget individually for these temporary services.

