

PLACER COUNTY
ADMINISTRATIVE SERVICES DEPARTMENT
MEMORANDUM

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: September 10, 2013
SUBJECT: Approve the Renewal of Blanket Purchase Order with Agreeya Solutions, Inc. of Folsom, CA for Information Technology Consultant Services.

ACTION REQUESTED

1. Approve the Renewal to Blanket Purchase Order (BPO) No. 20113 with Agreeya Solutions, Inc., of Folsom, CA for consultant services in support of the Information Technology Division's Enterprise Support Services Web Team, with a budgeted net County cost of \$160,000. The new BPO will be effective for the period October 1, 2013 through September 30, 2014.

BACKGROUND

The Administrative Services Department's Information Technology Division (Department) utilizes information technology consultants to augment the Enterprise Support Services Group's staffing levels during peak workload periods. To meet these increased workload requirements, an initial BPO in the amount of \$49,000 was issued to Agreeya Solutions, Inc., for the period of August 29, 2012 through September 30, 2013.

The initial BPO award amount of \$49,000 was based on preliminary workload projections. On November 20th, 2012 your board approved the change order increasing the contract by \$100,000. The Department continues to require consultant support services for the completion of several key initiatives. These projects include the Redesign of the Placer County Public Website which includes Sitecore Technical Training and User Assistance. Also, SharePoint, as the County's internal website is being redesigned to increase Employee Engagement via a revitalized centralized employee home page and framework. An evaluation of required services by the Information Technology Division will continue during the contract period to determine that the most cost effective and appropriate level of services are being provided. The BPO will be cancelled if an alternative service method is deemed more effective.

The requested BPO amount of \$160,000 exceeds the Purchasing Manager's authority and the Purchasing Policy Section 1.3(i) Information Technology Services requires your Boards approval.

FISCAL IMPACT

The Administrative Services Department's Information Technology Division 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
James Importante, Budget Analyst
Melissa Nunnink, Administrative & Fiscal Operations Manager
Brett Wood, Purchasing Manager
Mike Spak, IT Manager

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager

DATE: September 10, 2013

SUBJECT: Approve the Renewal of Blanket Purchase Order No. 20113 with Agreeya Solutions, Inc., of Folsom, CA in the Amount of \$160,000 for Information Technology Consultant Services.

The Administrative Services Department's Information Technology Division has budgeted appropriately for this Blanket Purchase Order and funding is available within the Division's FY2013-14 Budget (11210).