

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: December 10, 2013

SUBJECT: Media Consultant Services – Intellibridge Partners, LLC

ACTION REQUESTED

1. Approve the annual renewal of a blanket purchase order with Intellibridge Partners, LLC of Sacramento, CA for media consultant services in the maximum amount of \$80,000, funded by the Administrative Services' FY 2013-14 final budget with no additional net County cost, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Administrative Services Department (Dept.) utilizes media consultant services to supplement the Media Services' technical staff in support of the production of the Board of Supervisors bi-weekly meetings, the County's video teleconferencing network, and video production services for County departments. To meet this requirement, a Consultant Services Agreement was executed on February 1, 2011 by and between Placer County and Intellibridge Partners, and was subsequently renewed through December 31, 2013.

Intellibridge Partners has agreed to the one-year renewal for the exact same pricing and terms. The Purchasing Policy Manual, Section 1.3(a), allows for an exception to the competitive bidding process for expert and professional services. An evaluation of required services by the Dept. 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.

Therefore your Board's approval is required to proceed with a new one-year blanket purchase order (BPO) in the maximum amount of \$80,000 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to Intellibridge Partners, LLC in the maximum amount of \$80,000 for the period of January 1, 2014 through December 31, 2014. The department's Fiscal Impact Statement is attached.

Attachment: Administrative Services' Fiscal Impact Statement

cc: Kathy Buchanan, Deputy Director of Information Technology
Dieter Wittenberg, Information Technology Division Manager

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager
DATE: December 10, 2013
SUBJECT: Intellibridge BP020330 renewal

The Administrative Services Department's Telecommunications Division has budgeted appropriately for this Blanket Purchase Order and funding is available within the Division's FY13/14 Budget, Appropriation 02100.