

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: June 17, 2014
SUBJECT: First Renewal of Countywide Temporary Help Services – Search Pros Staffing

ACTION REQUESTED

1. Approve the first renewal of a Countywide blanket purchase order with Search Pros Staffing of Citrus Heights for Temporary Help Services in the maximum amount of \$100,000 for the period July 1, 2014 through December 31, 2014, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

On July 9, 2013, your Board approved the award of RFP 10248 to Search Pros Staffing for Temporary Help Services. The use of temporary staff is to address departments' staffing needs for periods of unusually high workload or intermittent employee absences, and is not intended to replace or circumvent the County's standard hiring practices. The resulting blanket purchase order (BPO) is utilized by all County departments for temporary staffing of Administrative Clerks-Journey, Account Clerks-Journey, and Elections Technicians. The BPO is not used for any other positions. Requests for temporary help are submitted through the Personnel Department, who assures that all appropriate policies and statutory regulations are followed. The current Countywide BP020665 will expire on June 30, 2014

On January 7, 2014 your Board approved the award of an additional BPO for the Elections Department exclusively for Elections Technicians. The decision to award a separate BPO was due to the department's requirement for an excessive amount of temporary staff due to some large elections which will occur in 2014. BP021068 was issued for the period January 7, 2014 through December 31, 2014. This expiration date was chosen because it is the Election Department's "off peak" period for use of temporary staff and the administrative process of renewing or rebidding the service at the conclusion of the BPO will be less impactful to the department.

Personnel has been satisfied with the service provided by Search Pros during the past year and has recommended renewal of the Countywide BPO for the period July 1, 2014 through December 31, 2014, to coincide with the effective period of the Election Department's BPO. Search Pros has agreed to renew the Countywide BPO at the same billing rate.

FISCAL IMPACT

Upon your Board's approval, a Countywide BPO will be awarded to SearchPros in the maximum amount of \$100,000 for the period July 1, 2014 through December 31, 2014. The amount is based on activity under the current BPO. Departments are responsible for properly budgeting for these expenses.

