

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: January 6, 2015
SUBJECT: Extension of Temporary Help Services – Search Pros Staffing

ACTION REQUESTED

1. Approve an increase to Countywide Blanket Purchase Order No. 21442 with Search Pros Staffing of Citrus Heights, CA in the amount of \$50,000 for a revised maximum amount of \$150,000, extend the expiration date of Countywide Blanket Purchase Order No. 21442 and Blanket Purchase Order No. 21068 for Elections to March 31, 2015, and authorize the Purchasing Manager to sign the resulting BPO amendments.

BACKGROUND

On July 9, 2013 your Board of Supervisors approved the award of Request for Proposals (RFP) No. 10248 to Search Pros Staffing for Temporary Help Services. The use of temporary staff is for the purpose of addressing 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 Countywide blanket purchase order (BPO) No. 21442 is utilized by all County departments for temporary staffing of Administrative Clerk-Journey, Account Clerk-Journey, and Elections Technician. An additional BP021068 was issued for the exclusive use of the Elections Division due to their need for a high volume of temporary personnel for recent election activities. Regardless of which BPO is used, all hiring activities are overseen by the Personnel Department who assures that all appropriate policies and statutory regulations are followed. The BPOs expired on December 31, 2014.

The Personnel Department has indicated that there are significant changes in legislation and best practices that will affect the department's Temporary Office Assistant program, as well as the above-referenced BPOs for outside temporary help. Procurement and Personnel are developing a new RFP to include the new requirements. These BPOs will need to be extended to March 31, 2015 to accommodate the County's ongoing needs until the RFP can be awarded.

FISCAL IMPACT

The Countywide BP021442 will need to be increased by \$50,000 to a new total of \$150,000 to accommodate the County's needs. The Elections' BP021068 has a sufficient balance for their anticipated requirements.

cc: Lori Walsh, Director of Personnel
Ryan Ronco, Assistant Recorder-Registrar of Voters

