

**MEMORANDUM**  
**COUNTY OF PLACER**  
**ADMINISTRATIVE SERVICES DEPARTMENT**  
**PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: July 21, 2015  
SUBJECT: Increase BPO for Temporary Staffing Services – Search Pros Staffing

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**ACTION REQUESTED**

1. Approve an increase to Countywide Blanket Purchase Order No. 21442 with Search Pros Staffing for Temporary Staffing Services, in the amount of \$100,000 to a new total of \$250,000, funded by County departments' final budgets for FY 2014-15.

**BACKGROUND**

On June 16, 2015 your Board approved the award of RFP 10429 to HR Management, effective July 1, 2015 through December 31, 2016 to provide County departments with temporary staffing resources.

On June 17, 2014 your Board approved the award of BPO No. 21442 to Search Pros Staffing for temporary staffing services for the period July 1, 2014 through December 31, 2014 in the maximum amount of \$100,000. On January 1, 2015 your Board approved the extension of the BPO to June 30, 2015 and increased it by \$50,000 to a new maximum amount of \$150,000. During the extension period, Procurement and Personnel solicited proposals for a new Blanket Purchase Order (BPO).

The amount allocated to BP021442 was based on County departments' collective, historical need for this service. However, during the past few months, the number of available candidates in the Temporary Office Assistant (TOA) program has dwindled. County policy limits TOA assignments to a maximum of 28 hours per work week, and a maximum 960 hours per fiscal year. Some of the assignments require a 40-hour work week, and some of the TOAs have reached the annual maximums. Both of these factors contributed to an increase in the County's reliance on candidates from Search Pros. As the result, it is necessary to increase the BPO by \$100,000 to pay for services provided through June 30, 2015. The increase exceeds the Purchasing Manager's authority.

Therefore, it is requested that your Board approve an increase to BP021442 to provide payment for the services which were provided through June 30, 2015.

**FISCAL IMPACT**

Upon your Board's approval, BPO No. 21442 will be increased by \$100,000 to a new total of \$250,000. Funding is available in department budgets for the FY 2014-15 year.

cc: Lori Walsh, Personnel Director  
Janeen DuPree, Personnel Analyst II, Personnel Department

