



**Agenda Action Form Overview**

Contract Amendment for Westaff. The amendment is to increase the existing contract amount by \$80,000.00 to an amount not to exceed \$189,000.

**Background/Justification**

Westaff is a temporary staffing agency currently used to assist in the data entry process for the 2019 General Reappraisal data entry project that requires the relisting of 115,000 parcels. The County has followed the new General Reappraisal Guidelines set forth by the NC Department of Revenue requiring that all property be relisted for the reappraisal process. To ensure the department meets the timeframe for setting value for the 2019 General Reappraisal additional data entry personnel has been required to complete the task. All data entry for the reappraisal must be completed prior to September 1, 2018 to prepare for the change of value notices that will be mailed in December of 2018.

**Policy Impact**

The action does not require BOCC policy changes.

**Procurement Background**

**Type of purchase**

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

**Did this request for purchase go through a bid process? Yes ☐ No ☒**

*Goods: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$90,000$*

*Services: Bids required if  $\geq \$30,000$ , BOCC approval if  $> \$40,000$*

*Construction/Repair work: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$500,000$*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☒ Contract is an amendment to an existing contract
- ☐ Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☐**



If no, why?

This request is to increase the existing contract amount from \$109,000 to 189,000. Westaff consistently provides quality personnel, some of which have previous tax office experience resulting in minimal downtime for training.

**Fiscal Impact**

Funds were budgeted for this expense in the FY 2017-18 budget. The funding for this contract amendment was anticipated and secured in the annual budget process.

**Recommendation**

The County Manager recommends that the Board amend the contract with Westaff for temporary staffing purposes and approve the Contract Amendment to increase the contract amount by \$80,000.00 to an amount not to exceed \$189,000.00.