



Agenda Action Form Overview

The Board is requested to authorize the County Manager to execute a service contract amendment with Robert Half International (RHI) to increase the current contract in the amount of \$15,040 for the contracted services for a Technical Support Analyst to work with the IS&T Client Services team. This contracted position will assist in several capital improvement projects and will also serve to fill a vacancy during the time of scheduled paternity leave. If approved, the amended contract total will be \$51,040.

Background/Justification

The Board is requested to authorize the County Manager to execute a service contract amendment with Robert Half International (RHI) to increase the current contract in the amount of \$15,040 for the contracted services for a Technical Support Analyst to work with the IS&T Client Services team. This contracted position will assist in several capital improvement projects and will also serve to fill a vacancy during the time of scheduled paternity leave. If approved, the amended contract total will be \$51,040.

The IS&T Client Services team is responsible for all first and second level IT support, and responsible for managing capital improvement projects for all Life Cycle Replacement of client systems (desktop, laptops, phones, tablets) and Audio Video equipment. Monthly the IS&T Client Services team of six Technical Support Analyst receive over 1,000 requests for incident repair or services. Between the months of June 2019 and August 2019 the Client Services team will also be responsible to replace over 600 client systems in 16 different County departments. Extending this contract will also serve to fill a vacancy due to a paternity leave request by a team member planned to begin in August 2019.

Policy Impact

This contract will not have an impact on policy but will allow Durham County Information Services & Technology to expand and improve technology services supporting business needs and associated processes essential to the efficient and effective operation of the County departments.

Procurement Background

This request is to extend a contract originally approved in February of 2019.

Type of purchase

- ☐ Goods
- ☒ Services
- ☐ Construction Work

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



Durham County Government
Agenda Action Form Supplemental Document – Contract Approval

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?

Fiscal Impact

There will no fiscal impact as this amendment will utilize funds budgeted in the FY18-19 budget.

Recommendation

The County Manager recommends that the Board authorize the County Manager to execute a contract amendment in the amount of \$15,040 for the contracted services for a Technical Support Analyst to work with the IS&T Client Services team, which will increase the total contract amount to \$51,040.