

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *by AP*

DATE: January 13, 2009

SUBJECT: Approve the Renewal of a Sole-Source Blanket Purchase Order with National Medical Services for Forensic Toxicology Laboratory Services in the Maximum Amount of \$70,000.00

ACTION REQUESTED

Approve the renewal of a sole-source blanket purchase order (BPO) with National Medical Services of Willow Grove, PA, for forensic toxicology laboratory services for the Coroner's Office, and authorize the Purchasing Manager to sign the resulting blanket purchase order in the maximum amount of \$70,000.00.

BACKGROUND

Competitive Bid No. 8943 for forensic toxicology laboratory services was awarded to the sole responsive bidder, National Medical Services, in 2002. The resulting BPO was subsequently renewed four times under the Purchasing Manager's authority. Your Board has approved the last two renewal requests. The most recent award resulted in the issuance of BP015397, which expired on December 31, 2008.

The Coroner's Office has requested the renewal of the BPO with National Medical Services. Section 1.3(a) of the Purchasing Policy Manual allows for the award of a BPO for expert and professional services without competitive bidding. Procurement has also researched the availability of qualified firms to provide these services. As in previous years, it has been determined that National Medical Services is the only qualified and accredited firm in the region who can meet the Coroner's needs. National Medical Services has agreed to renew the BPO, and has proposed a new price schedule that the Coroner's Office anticipates will be more cost effective for the County.

FISCAL IMPACT

The BPO resulting from this recommendation will be in the maximum amount of \$70,000.00 and will be effective from January 1, 2009 through December 31, 2009. The Sheriff's Department's Fiscal Impact Statement is attached.

Attachment: Sheriff-Coroner-Marshall's Office Fiscal Impact Statement

cc: Dennis Watt, Coroners Office
Barbara Besana, Administrative Services Manager – Sheriffs Office

PLACER COUNTY
SHERIFF
CORONER-MARSHAL



EDWARDN.BONNER
SHERIFF-CORONER-MARSHAL

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Sheriff Edward Bonner
DATE:
SUBJECT: Fiscal Impact Statement
BPO Renewal for National Medical Services, Inc. for the period 01-01-09 – 12-31-09

The National Medical Services, Inc. BPO is used by the Coroner's Unit for toxicology. The request for our BPO is for \$70,000 per history and projections of the current activity. The amount in the budget for this fiscal year is \$40,000. At the current usage and rates, we anticipate spending approximately \$60,000 - \$70,000 for FY 08/09. These services are not an option when needed as part of a Coroner's examination. Expenditures for this and other Coroner's services were anticipated to exceed the current funding available by the department. Upon review at 07/08 Final Budget, the CEO Analyst felt that the Professional Services used by the department would not be exceeded on the whole. No increases were approved at that time. Recommendations were made at that time that should these services exceed that budgeted, the department should have flexibility in covering the shortfall through unused salaries and benefits. Should this not be the case, the CEO agreed to review the shortfall for funding alternatives.

Therefore, the fiscal impact is that this BPO will exceed the amount allocated for it in the budget, but that the shortfall should not exceed the budget for the Sheriff overall.