



Yolanda Baldovinos
Agency Director

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January 10, 2011

Honorable Board Members
Administration Building
Oakland, CA 94612

Dear Board Members:

SUBJECT: Approval of Purchase Order Change

RECOMMENDATIONS:

It is recommended that your Board:

- Approve and authorize the Purchasing Agent to execute a Purchase Order change to the current SOCSA PO #9321 for investigative services with Gore/Litov (Principal: Elizabeth Litov, Location: Oakland), increasing the current award of \$24,500 by an additional \$1,500 for new award level of \$26,000 for the award period of 9/01/10 thru December 15, 2010.

SUMMARY/DISCUSSION

This letter requests action by your Board to approve and authorize the Purchasing Agent to execute a purchase order change increasing the current SOCSA PO #9321 from \$24,500 to \$26,000. Working with the County Office of Diversity Programs (ODP), the Social Services Agency (SSA) pursued a new service agreement with Gore/Litov for purposes of completing an investigation related to a filed complaint-violation of Title VII /Civil Rights Act within the Agency. It was agreed to procure the services of a vendor specializing in Title VII /Civil Rights Act investigations. While the services performed by Gore/Litov were completed within the award period of this agreement, specific additional work increased costs beyond the original purchase order of \$24,500. Therefore we are recommending the increase in funding to SOCSA PO #9321 in the amount of \$1,500.


SELECTION CRITERIA AND PROCESS:

In August, 2010, three local certified SLEB providers specializing in Title VII/Civil Rights Act investigations were contacted to obtain quotations for providing this service. However, Gore/Litov, (SLEB Certification # 10-00085) was the only one available to accept the contract.

FINANCING

Additional funding in the amount of \$1,500 is available within the current FY 2010–2011 Agency budget. There is no net increase in County costs.

Sincerely,


Daniel B. Kaplan
Interim Co-Director


Lori Jones
Interim Co-Director

Attachments

c: County Administrator
County Auditor-Controller
County Counsel

VDrive/boardletter/2011/0201.11 Gore/Litov POC