



Interoffice Memorandum

February 18, 2021

To: Mayor Jerry L. Demings
-AND-
County Commissioners

~~FROM:~~ Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Mitchell Glasser, Manager, Housing and Community Development Division
(407) 836-5190

SUBJECT: Ratification of Purchase Order M102146, Change Order No. 3, Temporary Staffing Services

ACTION REQUESTED:

Ratification of Purchase Order M102146, Change Order No. 3, Temporary Staffing Services, with AUE Staffing, Inc., in the amount of \$304,379.94, for a revised not-to-exceed total amount of \$784,019.84.

PROCUREMENT:

Change Order No. 3, in the amount of \$304,379.94, provides funding for six additional fiscal/contract administration specialists on a temporary basis to assist with the implementation of the federally funded Emergency Rental Assistance Program for the residents of Orange County. The performance period is March 4, 2021 through September 30, 2021.

FUNDING:

Funding is available in account number 5898-062-8053-3179.

APPROVALS:

The Housing and Community Development Division concurs with this recommendation.

REMARKS:

Due to the urgent need of the provision of services for our citizens in light of the COVID-19 pandemic, the department requested an emergency purchase order to provide services assisting citizens with the requests for Cares Act Funding for Eviction Diversion Grant Program and the new Emergency Rental Assistance Program. Failure to issue this change order to the purchase order could result in thousands of families being at risk of receiving financial assistance.

While the County has established term contract Y20-191C for administrative staff augmentation with AUE Staffing, a Delivery Order was not processed against it, because these services are funded by the CARES Act. Negotiation was attempted with the AUE Staffing, Inc., who provided their best and final offer. This purchase order is consistent with the contracted pricing, terms, and conditions and does not draw down previously appropriated funding for the contract.

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Previous amendments to the contract are as follows:

Amendment No. 1: Commodity lines 1-3 increased. PO total increased by \$239,819.95, for a revised PO amount of \$479,639.90. Accounting lines changed.

Amendment No. 2: Accounting line change. No changes on PO amount.