



Interoffice Memorandum

December 13, 2023

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

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

Contact: Marc Cannata, P.E., Deputy Director, Utilities Department
407-254-9880

Subject: Ratification of Change Order No. 3, Purchase Order M107723, Recruiter
and Human Resources Assistant

ACTION REQUESTED:

Ratification of Change Order No. 3, Purchase Order M107723, Recruiter and Human Resources Assistant, with TopTalent Staffing LLC, in the amount of \$21,780.45 for revised total amount of \$122,145.49.

PROCUREMENT:

Change Order No. 3 adds funding and increases contracted hours to ensure continuity of operations while onboarding of new County staff occurs.

FUNDING:

Funding is available in account number 4420-038-1301-3179.

APPROVALS:

The Utilities Department concurs with this recommendation.

REMARKS:

On May 29, 2022, purchase order (PO) M107723 was issued in the amount of \$64,386.08 to fund a full-time temporary recruiter in the Human Resource (HR) Division, due to staff shortages in HR and across the Utilities Department. Additional staffing was necessary to assist with increasing recruitment efforts and lessening the timeframe of processing paperwork for new hires. At the time of the PO request, this service was not available on any County term contracts, therefore, competitive quotes were obtained, and a PO was issued to the lowest responsible quoter. Change orders were requested to increase the PO due to a continue need for temporary staff and faster onboarding. Without the addition of temporary staff, the HR processing time for new hires and onboarding of critical positions would be delayed. This would have resulted in the department losing potential candidates.

Previous change order are as follows:



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