

December 14, 2023

BCC Agenda Date/Item: _____

Board of County Commissioners

Approval of a Board Order authorizing a Purchase Order with Robert Half International, Inc. for temporary employee services for financial reporting, accounting, and procurement services. Purchase Order value is \$122,393.30 for 6 months. Funding is through the Oregon Health Authority. No County General Funds are involved.

Previous Board Action/Review	Briefed at Issues – December 12, 2023		
Performance Clackamas	1. Which indicator of success does this item affect? To continually improve the efficiency and effectiveness of services		
Counsel Review	Yes	Procurement Review	Yes
Contact Person	Philip Mason-Joyner	Contact Phone	503-742-5956

EXECUTIVE SUMMARY: The Clackamas County Public Health Division (CCPHD) of the Health, Housing & Human Services Department requests the approval of a Board Order with Robert Half International, Inc. for temporary employee services.

The temporary employees provide financial reporting, accounting, and procurement services for CCPHD. This is part of the division’s Public Health Modernization workforce development funding through the Oregon Health Authority. The services are being purchased using the Houston-Galveston Area Council established cooperative contract (H-GAC Agreement TS21A19, contract #6943) with Robert Half International, Inc. Approval of this Board Order is important in maintaining procurement and fiscal compliance and allows the Finance Department to issue the purchase orders.

RECOMMENDATION: Staff respectfully recommends that the Board of County Commissioners approve this Board Order delegating limited authority to the Clackamas County Department of Finance to issue a Purchase Order for temporary employee services

Respectfully submitted,

Rodney A. Cook

Rodney A. Cook
Director of Health, Housing, and Human Services

For Filing Use Only

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Approving
Issuance of Purchase Order for
Temporary Employee Services



Board Order No. _____

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Whereas, the Clackamas County Board of County Commissioners (the “Board”) has authority to sign all contracts and any amendments or renewals of the same;

Whereas, Oregon Revised Statutes (“ORS”) chapter 279A.200-220 and Local Contract Review Board Rule C-046-0400 permit Clackamas County to purchase goods or services using a cooperative procurement;

Whereas, the Houston-Galveston Area Council established a cooperative contract (H-GAC Agreement TS21A19, contract #6943) with Robert Half International, Inc. for the purchase of temporary employee services;

Whereas, the Clackamas County Department of Health, Housing, and Human Services desires to purchase three temporary employees through the Houston-Galveston Area Council contract: a temporary employee to serve through December 28, 2023 in the amount of \$16,718.10; a temporary employee to serve through June 30, 2024 in the amount of \$55,547.20; and a temporary employee to serve through June 30, 2024 for \$50,128.00. The total amount of temporary employee services purchased using the Houston-Galveston Area Council contract totals \$122,393.30.

Whereas, the Clackamas County Department of Finance requests authority to utilize the Houston-Galveston Area Council contract to purchase the aforementioned temporary employee services by issuance of a purchase order (“PO”);

Whereas, a PO is issued directly through the Department of Finance’s management software with no signature required or available;

NOW THEREFORE, the Clackamas County Board of County Commissioners orders as follows:

1. The requested use of the Houston-Galveston Area Council contract to purchase the aforementioned temporary employment services in the total amount of \$122,393.30 is hereby approved;
2. The Clackamas County Department of Finance is hereby delegated limited authority to issue a PO’s to purchase the aforementioned services using the Houston-Galveston Area Council contract.

[Signatures to Follow]

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DATED this ____ day of _____, 2023

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary