



COUNTY of VENTURA

COUNTY EXECUTIVE OFFICE
SEVET JOHNSON, PsyD
County Executive Officer

Mike Pettit
Assistant County Executive Officer

April 9, 2024

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, California 93009

SUBJECT: Approval of, and Authorization for, the Purchasing Agent to Sign Amendment No. 3 to Contract No. 8876 with Tryfacta, Inc., Increasing the Not-to-Exceed Amount by \$800,000 to \$1,000,000 Total for Each FY 2023-2024 and FY 2024-2025.

Recommendation

It is recommended that your Board:

1. Approve, and authorize the Purchasing Agent or designee to sign, Amendment No. 3 (Exhibit 1) to Contract No. 8876 (Exhibit 3) with Tryfacta, Inc., increasing the Not-to-Exceed amount by \$800,000 for a total of \$1,000,000 for each FY 2023-2024 and FY 2024-2025.

Fiscal Impact

Mandatory:	No [<input checked="" type="checkbox"/>] Yes [<input type="checkbox"/>]
Source of Funding:	General Fund and Non-General Fund budgets of program users.
Funding Match Required:	N/A

Impact on Department(s): Continued lower costs, streamlined service delivery, and administrative oversight.

Impact is subject to the usage rate County-wide. Markup percentages are assigned per employment category, which include Office Support, Accounting, Collections, Graphics, Custodial/Utility/Maintenance, Health Care (non-certified/licensed), Health Care (licensed), and Information Technology. Costs will be funded within the users' adopted budgets.

Strategic Priority

This agenda item supports the County strategic priority to attract, hire, develop, and retain a diverse workforce empowered to meet the needs of our customers.

Discussion

In October 2022, GSA awarded a temporary staffing services contract (Exhibit 3) to Tryfacta, Inc., to provide services in the form of augmented temporary, short-term staffing available to be utilized by various departments and agencies as needed. The initial contract's term was from November 1, 2022, to October 31, 2023, with an award of \$200,000 authorized by the Purchasing Agent. On December 6, 2022, your Board authorized an amendment to the contract to increase the not-to-exceed amount by an additional \$800,000 for a total of \$1,000,000 on the contract for fiscal year 2022-2023. (Exhibit 2).

The Tryfacta, Inc., contract provided the option, upon the mutual written agreement of both parties, to extend the contract for two (2) additional one-year periods. The Purchasing Agent signed Amendment No. 2 (Exhibit 4) on October 2, 2023, extending the contract from November 1, 2023, through October 31, 2024, with a not-to-exceed amount of \$200,000. We are currently continuing to engage in business with Tryfacta, Inc., and are requesting authorization to increase the not-to-exceed amount by \$800,000 to a total of \$1,000,000 for Fiscal Year 2023-2024. We are also requesting approval to increase the not-to-exceed amount by \$800,000 to a total of \$1,000,000 for 2024-2025 as the Purchasing Agency intends to extend the contract term for the third and final year for the period of November 1, 2024, through October 31, 2025. This authorization will serve to fulfill the full three-year term agreement provided within the original contract.

Use of a temporary staffing services contractor such as Tryfacta, Inc., allows departments and agencies to utilize short-term contracted workers (limited to 90-day assignments) as a temporary measure to cover peak workloads, vacancies while positions are being filled, and short-term leave of absences, while maintaining the service standards of the affected agency/department. The most utilized types of temporary staffing positions include clerical, custodial, and accounting. These short-term assignments provide continuity of operations as a bridge for agencies/departments to maintain service delivery expectations to the customers they serve.

The County Executive Office, the Auditor-Controller's Office, and County Counsel have reviewed this letter. If you have any questions regarding this item, please contact me at (805) 654-3600, or Cliff Chroust, Purchasing Agent, at (805) 654-3718.

Respectfully submitted,



J. Tabin Cosio
Interim Director of Human Resources



Sevet Johnson, PsyD
County Executive Officer

Attachments:

- Exhibit 1 – Tryfacta, Inc., Contract 8876 Amendment #3
 - Exhibit 2 – December 6, 2022, Board Letter
 - Exhibit 3 – Tryfacta, Inc., Contract 8876
 - Exhibit 4 - Tryfacta, Inc., Contract 8876 Amendment #2
- c: Jeffery S. Burgh, Auditor-Controller
Tiffany N. North, County Counsel
Mike Pettit, Assistant County Executive Officer
Scott Powers, Interim County Chief Financial Officer