

Contract Review Sheet

Purchase Order

941647Title: Temporary Staffing ServicesContractor's Name: Robert Half InternationalDepartment: Finance DepartmentContact: Faby Rivera CejaAnalyst: Sandra Fixsen

Phone #: _____

Term - Date From: June 1, 2025Expires: September 11, 2026Original Contract Amount: \$ 100,000.00Previous Amendments Amount: \$ -Current Amendment: \$ 75,000.00New Contract Total: \$ 175,000.00 Amd% 75%Outgoing Funds ☐ Federal Funds ☐ Reinstatement ☐ Retroactive ☒ Amendment greater than 25%Source Selection Method: 10-0400 CooperativeCooperative# TS06-25

Description of Services or Grant Award

Contract Purchase Order (CPO) 941647 for Temporary Staffing Services for the Finance Department.

Amendment 1 extends the CPO through September 11, 2026 and adds funds in the amount of \$75,000.00, for a new not to exceed amount of \$175,000.00.

The Finance Department intends to establish a new notice of intent and new CPO prior to 9/11/26 to continue to receive services.

CMS record FI-6907-25

Desired BOC Session Date: 7/29/2026Contract should be in DocuSign by: 7/8/2026Agenda Planning Date: 7/16/2026Printed packets due in Finance: 7/14/2026Management Update: 7/14/2026BOC upload / Board Session email: 7/15/2026

BOC Session Presenter(s) _____

Code: Y

REQUIRED APPROVALS

07/20/2026

Finance - Contracts

Date

07/21/2026

Contract Specialist

Date

07/21/2026

Legal Counsel

Date

Jan FritzJan Fritz (Jul 21, 2026 16:29:07 PDT)07/21/2026

Chief Administrative Officer

Date



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: 07/29/26

Department: Finance

Title: Temporary Staffing Services for the Finance Department

Management Update/Work Session Date: 07/21/26 Audio/Visual aids ☐

Time Required: 5 min Contact: Jeff White Phone: 503-373-4433

Requested Action:

Amendment 1 extends the Contract Purchase Order (CPO) through September 11, 2026 and adds funds in the amount of \$75,000.00, for a new not to exceed amount of \$175,000.00.

**Issue, Description
& Background:**

The Finance Department requires continued temporary staffing services from Robert Half International to support the Payroll Program during the implementation of Oracle Fusion, as well as to provide additional support for critical Accounting Program functions.

Amendment 1 will extend services through September 11, 2026. Prior to that date, and subject to Board approval, the Finance Department will establish a new Notice of Intent to use Cooperative Agreement H-GAC TS06-25 and issue a new CPO to ensure continuity of services.

CMS# FI-6907-25

Financial Impacts:

\$75,000.00

**Impacts to Department
& External Agencies:**

N/A

List of attachments:

CRS, Amendment 1, Original Contract Purchase Order

Presenter:

Jeff White

**Department Head
Signature:**

Jeff D White
Jeff D White (Jul 21, 2026 15:51:11 PDT)

REQUEST FOR AUTHORIZATION OF CONTRACT

FI-6907-25

Date: July 20, 2026
To: Chief Administrative Officer
Cc: Contract File
From: Faby Rivera Ceja/Sandra Fixsen

I. **Subject:** Reinstatement

The Marion County Finance Department is requesting approval to reinstate a Contract Purchase Order (CPO) as described in Section 10-0570 of the Marion County Public Contracting Rules. The CPO is with Robert Half International for Temporary Staffing Services with a value of \$175,000.00 and upon approval will be reinstated and in full force and effect, as if it had not expired with a new expiration date of September 11, 2026.

A. BACKGROUND

A Notice of Intent to Establish a Contract through a Cooperative was completed on November 7, 2025, which resulted in a CPO in the amount of \$100,000.00. Temporary staffing services have been used since the original CPO expired on June 30, 2026. The original CPO is being amended to add funds in the amount of \$75,000.00 to accommodate invoices through September 11, 2026.

B. As required by MCPCR, a concise written statement must be submitted meeting the requirements of 10-0570(1).

Due to staffing resources dedicated to Fusion project the original expiration date was missed. Upon approval, the Department will issue a new Notice of Intent to Use a Permissive Contract using Robert Half International. This Notice of Intent will be issued pursuant to ORS 279A.215, as total anticipated expenditures are expected to exceed \$250,000.00. After the Notice of Intent posting period is complete, the Department anticipates establishing a new CPO in accordance with Marion County Procurement and Contracting Rules.

Submitted by:

Faby Rivera Ceja
Faby Rivera Ceja (Jul 20, 2026 17:21 PDT)

Faby Rivera Ceja
Finance Department

Acknowledged by:

Jeff D White
Jeff D White (Jul 21, 2026 15:51:11 PDT)

Department Head

Reviewed by:

Sandra L. Fixsen
Contracts & Procurement

Acknowledged by:

Jan Fritz
Jan Fritz (Jul 21, 2026 16:29:07 PDT)

Jan Fritz, CAO



MARION COUNTY FINANCE DEPARTMENT

PO Box 14500
555 Court St NE #4247
Salem, OR 97309-5036

ROBERT HALF INTERNATIONAL INC
PO BOX 743295
LOS ANGELES, CA 90074-3295
United States

Purchase Order		
Purchase Order No	Revision	Page
941647		1
Ship To: Marion County Finance Department 555 Court St Ne Ste 4247 Salem,OR 97301 United States		
Bill To: Marion County Finance Department Po Box 14500 Salem,OR 97309 United States		

Customer Acct No	Supplier No 549657	Order Date / Buyer 13-OCT-25 F Rivera Ceja	Revised Date / Buyer 13-OCT-25 F Rivera Ceja
Payment Terms Immediate	Ship Via Best method	F.O.B Destination	
Freight Terms Prepaid	Request Or Deliver To	Confirm To / Telephone ()	

Line #	Description	Delivery Date	Quantity	Unit	Unit Price	Total
	FI - TEMPORARY STAFF FOR FINANCE					\$100,000.00
	Amendment 1 Effective 7/1/26 to 9/11/26					\$75,000.00
Total						\$175,000.00

INSTRUCTIONS TO VENDOR

1. Please direct any questions concerning this purchase order to invoiced department.
2. Purchase Order Number must appear on all invoices, packages and shipping documents relating to this order.
3. Separate invoices must be submitted for each Purchase Order.
4. Do not overship or substitute.
5. If you cannot supply the items requested, please notify issuing authority at once.

Note : Please notify department contact (above) for all inquiries regarding this Purchase Order

Authorized By: _____
MARION COUNTY PURCHASING
 NOT VALID Unless Signed By Purchasing

MARION COUNTY –TERMS AND CONDITIONS

1. INSPECTIONS: County may inspect and test the Goods and related Services (collectively, Goods). County may reject non-conforming Goods and require Contractor to correct them without charge or deliver them at a reduced price, as negotiated. If Contractor does not cure any defects within a reasonable time, County may reject the Goods and cancel the PO in whole or in part. This paragraph does not affect or limit County's rights, including its rights under the Uniform Commercial Code, ORS chapter 72 (UCC).

2. DELIVERY: Deliveries will be F.O.B destination. Contractor shall pay all transportation and handling charges. Contractor is responsible and liable for loss or damage until final inspection and acceptance of the Goods. Contractor remains liable for latent defects, fraud, and warranties.

3. PAYMENT: County shall pay Contractor within 30 days from (i) the date the Goods are delivered and accepted or (ii) the date the invoice is received, whichever is later

4. COUNTY PAYMENT OF CONTRACTOR CLAIMS: If Contractor does not pay promptly any claim that is due for Goods or Services furnished to the Contractor by any subcontractor in connection with this PO, the County may pay such claim and charge that payment against any payment due to the Contractor under this PO. The County's payment of a claim does not relieve the Contractor or its surety, if any, from their obligations for any unpaid claims.

5. WARRANTIES: Contractor agrees to perform its services with the highest standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. Contractor represents and warrants that the Goods are new, current, and fully warranted by the manufacturer. Delivered Goods will comply with specifications and be free from defects in labor, material and manufacture. All UCC implied and expressed warranties are incorporated in this PO. Contractor shall transfer all warranties to the County.

6 TERMINATION OF PO. The PO may be terminated under the following conditions: a. By written mutual agreement of both parties, termination may be immediate. b. Upon fifteen (15) calendar days written notice by either Party to the other of intent to terminate. c. The County may terminate all or part of this PO immediately and without prior notice for any of the following reasons: (1) If the Contractor fails to provide services, or fails to meet the performance standards as specified in this PO (or subsequent modifications of this PO), within the time specified herein or any extension thereof; (2) If the Contractor fails to start services on the date specified by Marion County in this PO or subsequent modifications to this contract; (3) Failure of the Contractor to comply with the provisions of this PO and all applicable federal, state, and local laws and rules; (4) Expiration of applicable cooperative agreement. Any termination shall be without prejudice to any obligations or liabilities of either party accrued prior to such termination. If this PO is terminated by either party, for reasons other than breach of contract, the County agrees to pay to the Contractor all costs and expenses associated with services satisfactorily provided to the effective date of termination.

7. INDEMNIFICATION. The Contractor shall save harmless, indemnify, and defend the County for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Contractor's performance of or failure to perform the obligations of this PO to the extent same are caused by the negligence or misconduct of Contractor or its employees or agents.

8. GOVERNING LAW, VENUE: This PO shall be governed by the laws of the State of Oregon. Any action commenced in connection with this PO shall be in the Circuit Court of Marion County. All rights and remedies of the County shall be cumulative and may be

exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of the County according to law.

9. FORCE MAJEURE: Neither party is responsible for delay or default caused by an event beyond its reasonable control. County may terminate this PO without liability to Contractor upon written notice after determining the delay or default reasonably prevents performance of this PO.

10. SUBCONTRACTING/NONASSIGNMENT. No portion of the PO may be contracted or assigned to any other individual, firm or entity without the express and prior approval of the County.

11. MAINTENANCE, RETENTION, AND CONFIDENTIALITY OF RECORD. The Contractor agrees to establish and maintain records and statistics as follows: Financial records, which indicate the number of hours of service provided under this contract and other appropriate records pertinent to this contract shall be retained for a minimum of three (3) years after the end of the contract period. If there are unresolved audit questions at the end of the three-year period, the records must be maintained until the questions are resolved. To the extent applicable, client records shall be kept confidential in accordance with ORS 179.505, OAR 309-11-020, 45 CFR 205.50 and 42 CFR Part 2.

12. COMPLIANCE WITH APPLICABLE LAWS: The Contractor shall comply with all applicable Federal, State and local laws, rules and regulations. All provisions of ORS 279B (Public Contracts and Purchasing) are incorporated herein to the extent applicable to POs.

13. WORKERS' COMPENSATION: Contractor shall comply with ORS 656.017 and provide the required workers' compensation coverage, unless exempt under ORS 656.126(2). Contractor shall ensure that its Subcontractors, if any, comply with these requirements.

14. SAFETY AND HEALTH REQUIREMENTS: Contractor represents and warrants that the Goods comply with all federal and Oregon safety and health requirements.

15. MATERIAL SAFETY DATA SHEET: Contractor shall provide County with a Material Safety Data Sheet for any Goods which may release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use (OAR 437- 002-0360 and 29 CFR 1910.1020). Contractor shall label, tag or mark such Goods.

16. AMENDMENTS: All amendments to this PO must be in writing, signed by County.

17. SEVERABILITY: If a court of competent jurisdiction declares any provision of this PO to be invalid, the other provisions and the rights and obligations of the parties remain in effect.

18. WAIVER: Failure of either party to enforce any provision of this PO is not a waiver or relinquishment of that party's rights to such performance in the future or to enforce any other provisions.

19. TAX CERTIFICATION: Contractor hereby certifies under penalty of perjury: (a) the number shown on this form is the correct Federal Employer Identification Number; (b) it is not subject to backup withholding because (i) it is exempt from backup withholding, (ii) it has not been notified by the IRS that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that it is no longer subject to backup withholding; and (c) it is not in violation of any Oregon tax laws.

20. TERMS: Performance by Contractor under this PO or acceptance of payment by Contractor under this PO constitutes acceptance of these Marion County Terms and Conditions. The terms in this PO take precedence over any other terms.

**SIGNATURE PAGE FOR
TEMPORARY STAFFING SERVICES - FI-6907-25
between
MARION COUNTY and ROBERT HALF INTERNATIONAL**

**MARION COUNTY SIGNATURES
BOARD OF COMMISSIONERS:**

Chair	Date
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Commissioner	Date
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Commissioner	Date
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Authorized Signature: <u><i>Jeff D White</i></u> Jeff D White (Jul 21, 2026 15:51:11 PDT)	07/21/2026
Department Director or designee	Date

Authorized Signature: <u><i>Jan Fritz</i></u> Jan Fritz (Jul 21, 2026 16:29:07 PDT)	07/21/2026
Chief Administrative Officer	Date

Reviewed by Signature: <u><i>Andrew W. Standaert</i></u>	07/21/2026
Marion County Legal Counsel	Date

Reviewed by Signature: <u><i>Sandra L. Lysen</i></u>	07/20/2026
Marion County Contracts & Procurement	Date



MARION COUNTY FINANCE DEPARTMENT

PO Box 14500
555 Court St NE #4247
Salem, OR 97309-5036

ROBERT HALF INTERNATIONAL INC
PO BOX 743295
LOS ANGELES, CA 90074-3295 United States

Purchase Order		
Purchase Order No	Revision	Page
941647	0	1
Ship To: Marion County Finance Department 555 Court St Ne Ste 4247 Salem, OR 97301 United States		
Bill To: Marion County Finance Department Po Box 14500 Salem, OR 97309 United States		

Customer Acct No	Supplier No 549657	Order Date / Buyer 30-OCT-25 F Rivera Ceja	Revised Date / Buyer F Rivera Ceja
Payment Terms Immediate	Ship Via Best method	F.O.B Destination	
Freight Terms Prepaid	Request Or Deliver To	Confirm To / Telephone ()	

Line #	Description	Delivery Date	Quantity	Unit	Unit Price	Total
	Purchase Agreement Effective From: 13-OCT-25 To: 30-JUN-26 Amount Agreed:					\$100,000.00
Total						\$100,000.00

INSTRUCTIONS TO VENDOR

1. Please direct any questions concerning this purchase order to invoiced department.
2. Purchase Order Number must appear on all invoices, packages and shipping documents relating to this order.
3. Separate invoices must be submitted for each Purchase Order.
4. Do not overship or substitute.
5. If you cannot supply the items requested, please notify issuing authority at once.

Note : Please notify department contact (above) for all inquiries regarding this Purchase Order

Authorized By:

Jeff D White
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NOT VALID Unless Signed By Purchasing

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3. PAYMENT: County shall pay Contractor within 30 days from (i) the date the Goods are delivered and accepted or (ii) the date the invoice is received, whichever is later

4. COUNTY PAYMENT OF CONTRACTOR CLAIMS: If Contractor does not pay promptly any claim that is due for Goods or Services furnished to the Contractor by any subcontractor in connection with this PO, the County may pay such claim and charge that payment against any payment due to the Contractor under this PO. The County's payment of a claim does not relieve the Contractor or its surety, if any, from their obligations for any unpaid claims.

5. WARRANTIES: Contractor agrees to perform its services with the highest standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. Contractor represents and warrants that the Goods are new, current, and fully warranted by the manufacturer. Delivered Goods will comply with specifications and be free from defects in labor, material and manufacture. All UCC implied and expressed warranties are incorporated in this PO. Contractor shall transfer all warranties to the County.

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19. TAX CERTIFICATION: Contractor hereby certifies under penalty of perjury: (a) the number shown on this form is the correct Federal Employer Identification Number; (b) it is not subject to backup withholding because (i) it is exempt from backup withholding, (ii) it has not been notified by the IRS that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that it is no longer subject to backup withholding; and (c) it is not in violation of any Oregon tax laws.

20. TERMS: Performance by Contractor under this PO or acceptance of payment by Contractor under this PO constitutes acceptance of these Marion County Terms and Conditions. The terms in this PO take precedence over any other terms.



MARION COUNTY PURCHASE REQUEST FORM

Date: 10/13/25 Created by: Faby Rivera Ceja

Contract Administrator/End User: Jeff White

Program Manager Approval (up to \$5,000)

Department Head Approval (\$5,000.01-\$50,000)

Chief Administrative Officer (\$50,000.01-\$100,000)

C&P Manager Review (If over \$50,000)

Supplier Information:

Supplier/Contractor Robert Half International

Phone (800) 803-8367

Supplier Contact

Email roberthalf.clientagreement.910@roberthalf.com

Contract#

Solicitation # FI1297-23

Cooperative H-GAC TS06-25
Attach Cooperative Contract Summary)

PO ☒ PCard ☐ Name

Goods or Services:

Amount \$ 100,000.00

PO Only / Fiscal Year 2025-2026

Start Date 10/13/25

End Date 06/30/26

Description FI - TEMPORARY STAFF FOR FINANCE - 1) Diane is assisting with GL / Audit work to provide help to complete the audit and ACFR while county staff are working on the ERP project. Funding should be provided from savings currently occurring from a position that is budgeted for 1 FTE but is currently being filled at 0.5 in the Procurement program; 2) +

Budget Information			Budget Distributions						
Lines	Item Description	Quantity & UOM	CIP	Svc XXXX	Fund XXX	Account XXXXXX	Project XXXXXX	Task	Total
1	Diane Harms - Temp (\$74.00/hr)			1304	580	525710	000000	000	30,000.00
2	Rachelle Wheeler - Temp (66.89/hr) +			1302	580	525710	000000	000	70,000.00
3									
4									
5									
6									