

**MEMORANDUM  
PLACER COUNTY HEALTH AND HUMAN SERVICES  
Children's System of Care**

**TO:** Honorable Board of Supervisors

**FROM:** Richard J. Burton, M.D., M.P.H.  
Placer County Health Officer and Director of Health & Human Services  
Richard S. Knecht, Director of Children's System of Care

**DATE:** May 8, 2012

**SUBJECT:** Change Order for Blanket Purchase Order No. BP018745 with Placer County Process Service for process server services

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**ACTION REQUESTED:**

Approve a Change Order to Blanket Purchase Order No. BP018745 with Placer County Process Service for process server services, increasing the amount of the agreement by \$19,000, for a revised total of \$65,000 from July 1, 2011 through June 30, 2012, and authorize the Purchasing Manager to sign the change order.

**BACKGROUND:**

The Children's System of Care is mandated to conduct an exhaustive search for absent birth parents in Child Protective Services and Dependency Court proceedings. Each year, the Children's System of Care successfully reunifies more than 75% of abuse victims with their biological families. The process server is most frequently used to locate and serve parents and other biological family members with notice of the court proceedings and of their rights to attend. These processes employ a variety of search methods.

This increase in costs is the result of recently passed legislation which enhances expectations for search of kinship or other biological family caregivers, for children who are served by the Children's System of Care. The department is monitoring the demand for these services and will make needed budget adjustments going forward.

**FISCAL IMPACT:**

This request results in an increase of \$19,000 for Fiscal Year 2011-12, which is included in the Department's Final Budget. The revised total of \$65,000 for this agreement is funded by \$59,000 (91%) in Federal and State funding, and \$6,000 (9%) in County General Funds.

cc: Procurement Services

