

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: November 6, 2012
SUBJECT: Personal Service of Civil Process - ABC Legal Services, Inc.

ACTION REQUESTED

1. Approve the annual renewal of a sole source blanket purchase order with ABC Legal Services, Inc. of Seattle, WA for Personal Service of Civil Process to support the Placer County Department of Child Support Services in the amount of \$60,000, funded by Federal and State revenues with no impact to the County General Fund for the period of FY 2012-13, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

Child Support Services (CSS) is mandated by State and Federal law to seek and enforce child support pursuant to Title IV-D of the Social Security Act, and required to serve clientele and participants with legal documents pursuant to Code of Civil Procedure Section 413.10 et seq. and Due Process of Law. Personal service of legal documents to a client may include Summons and Complaints, Order to Show Cause, Order to Examination, or Registration of Order depending on the nature of the legal process.

On August 23, 2011, your Board approved the execution of BP019055 with ABC Legal Service, Inc for Process Services. This BPO will expire December 31, 2012. CSS continues to have a requirement for this service and has requested a one-year renewal of the agreement in the amount of \$60,000. ABC Legal Services has agreed to the one-year renewal with an adjusted charge of \$85.00 per serve for serves outside of California. The charge for serves within California will remain at \$62.00 per serve. The requested BPO amount is based on the department's annual number of process services performed during Fiscal Years 2010-11 and 2011-12.

The Purchasing Policy Manual, Section 1.3(o), allows for the renewal of this BPO if it is deemed to be in the best interest of the County, based on satisfactory service and if it makes good business sense.

FISCAL IMPACT

The BPO resulting from this recommendation will be awarded to ABC Legal Services, Inc. in the amount of \$60,000 for the period of January 1, 2013 through December 31, 2013. The department's Fiscal Impact Statement is attached.

Attachment: Child Support Services' Fiscal Impact Statement

cc: Troy Held, Director
April Nunez, Administrative Services Officer



Placer County
Department of Child Support Services

Troy Held
Director

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: April Nunez, Administrative Services Officer

DATE: November 6, 2012

SUBJECT: Fiscal Impact Statement
Renewal of BP019055 for Process of Service for the Placer County
Department of Child Support Services

The resulting Blanket Purchase Order will total \$60,000.00. Funding for these services is included in the Child Support Services Department 2012–2013 Fiscal Year budget.

Service of Process is performed on an as-needed-basis in accordance with Title IV-D of the Social Security Act, Family Code Sections 17206 and 17306, CFR 302-39 and 303.20.

There is no impact to the General Fund as a result of this action. The Department is 100% state and federally funded.

Zldo