

**MEMORANDUM
COUNTY OF PLACER
CHILD SUPPORT SERVICES**

TO: Honorable Board of Supervisors
FROM: Debbie Bartels, Administrative Service Officer
DATE: March 11, 2008

SUBJECT: Approve Issuance of Change Order and Authorize the Purchasing Manager to Sign the Change Order for Service of Process - LexisNexis Service

ACTION REQUESTED:

That the Board issue a change order to increase the existing Blanket Purchase Order with LexisNexis by an additional \$10,000 and authorize the Purchasing Manager to sign the resulting Change Order to BPO14519.

BACKGROUND:

The Placer County Department of Child Support Services (CSS) is a governmental law office that is mandated by state and federal law to seek and enforce child support pursuant to Title IV-D of the Social Security Act.

CSS is required to serve customers/participants with legal documents pursuant to CCP 413.10 et seq. and pursuant to Due Process of Law. CSS has approximately 9,500 child support cases. Service of process must be timely, diligent and reliable while being responsive to the needs of the Department. Personal service of documents on a customer/participant may include the Summons and Complaint, Order to Show Cause, Order of Examination, Registration of Order and the Child Support Handbook depending on the nature of the legal process. Service costs are fluid based on the necessity of legal actions and the location of the person to be served. LexisNexis was chosen in 2007 as the single provider for the service of process for CSS and a contract for service with LexisNexis was entered into in 2007 by Administrative Services based on value, efficiency and the vendor's ability to serve subjects statewide and nationwide.

It is our recommendation to issue a change order to increase the existing Blanket Purchase Order and authorize the Purchasing Manager to sign the resulting Change Order.

FISCAL IMPACT:

The contract amendment resulting from this recommendation will total \$10,000 for the remaining contract period but will have no fiscal impact to the County General Fund. The requested increase has been budgeted for in FY 07-08 and will have no fiscal impact to the Child Support Budget. The Department of Child Support Services is funded 100% by State and Federal funding.

