

**MEMORANDUM
COUNTY OF PLACER
CHILD SUPPORT SERVICES**

TO: Board of Supervisors
FROM: Debbie Bartels, Administrative Services Officer
DATE: March 24, 2009

SUBJECT: Approve the Renewal of a Blanket Purchase Order and Authorize the Purchasing Manager to Sign the Order for Service of Process to ABC Legal.

ACTION REQUESTED:

That the Board approves a renewal of the Blanket Purchase Order with ABC Legal for the service of process for the remainder of FY 08-09 and for FY 09-10 in the amount not to exceed \$150,000 and that the Board authorizes the Purchasing Manager to sign the resulting order.

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 11,250 child support cases that must be worked. Service of process must be timely, diligent and reliable while being responsible to the needs of the Department. Personal service of documents on a customer/participant may include 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. ABC Legal was chosen in 2008 as the single provider for the service of process for CSS.

A contract for service with ABC Legal was entered into in 2008 by Administrative Services when Lexis Nexis Courtlink retired from service. The new BPO was still based on value, efficiency and the vendor's ability to serve subjects statewide and nationwide. The last FY's contract with Lexis Nexis and ABC Legal totaled \$98,999 and the new contract would allow for an increase in cost and number of services since the case load has also increased and is expected to continue in this trend for the next FY.

In addition, ABC Legal provides an automated upload of documents into the statewide system that expedites the process beyond what other providers offer. CSS provides documents to ABC Legal through the new statewide child support system, uploading them online with no actual physical exchange of paper, thereby cutting the cost of paper.

and increasing the Department's cost efficiency. The documents are transferred electronically to the service agent and printed there for service. This expedited service enhances the department's ability to serve its customers.

FISCAL IMPACT:

The contract resulting from this recommendation will be in the amount not to exceed \$150,000 for the contract period of 4/1/09 through 6/30/10. The Department of Child Support Services is funded 100% by State and Federal funding so there is no fiscal impact to the County General Fund resulting from this contract for services. The service of process has already been budgeted for FY's 08-09 and 09-10 in the amounts of \$130,000 and \$150,000 respectively.