

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: June 16, 2015
SUBJECT: Personal Service of Civil Process - ABC Legal Services Inc. and Placer County Process Services Inc.

ACTION REQUESTED

1. Approve the annual renewal of a negotiated 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 July 1, 2015 through June 30, 2016;
2. Approve the annual renewal of a negotiated blanket purchase order with Placer County Process Services Inc. of Auburn, CA for Personal Service of Civil Process to support Placer County Children's System of Care in the amount of \$100,000, funded by Federal and State revenues in the amount of \$88,000 and County General Fund in the amount of \$12,000, for the period of July 1, 2015 through June 30, 2016.

BACKGROUND

Child Support Services (CSS) is mandated by State and Federal law to seek and enforce child support and required to serve clientele and participants with legal documents. 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 January 7, 2014, your Board approved the execution of BP021075 with ABC Legal Service, Inc. for Process Services. The blanket purchase order (BPO) was later extended to June 30, 2015. 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 at the same pricing and terms.

Children's System of Care (CSOC) is mandated by the State to legally notify parents of the court hearing being set for the termination of their parental rights so kids may be adopted. On May 6, 2014, your Board approved the execution of BP021298 with Placer County Process Services Inc. CSOC continues to have a requirement for this service and requested a one year renewal of this agreement in the amount of \$100,000. Placer County Process Services Inc. agreed to a one-year renewal at the same pricing and terms.

CSS utilizes the services from ABC Legal Services Inc. to deliver the required documents to clients and participants in the course of administration of child support cases. CSS provides electronic copies of service documents to the vendor through a statewide child support system. ABC Legal Services Inc. provides automatic upload of documents into the statewide system which expedites the process.

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CSOC utilizes the services from Placer County Process Services Inc. due to their unique business practices in regards to child welfare services. CSOC requires a firm to investigate, trace, and serve parents mandated documents advising them of a court hearing being set with the department recommendation of termination of parental rights. Placer County Process Services Inc. has the ability to seek clients at a moment's notice.

These services have not been re-bid in several years and Procurement will use this coming term to work with the departments to develop a scope of work and re-bid the service by next term.

Your Board's approval is required to proceed with a new one-year BPO to ABC Legal Services Inc. in the maximum amount of \$60,000 and a BPO to Placer County Process Service Inc. in the maximum amount of \$100,000 and authorize the Purchasing Manager to sign the resulting BPOs.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to ABC Legal Services, Inc. in the amount of \$60,000 for the period of July 1, 2015 through June 30, 2016 funded by Federal and State revenues with no impact to the County General Fund, and a new BPO will be awarded to Placer County Process Services Inc. in the amount of \$100,000 for the period of July 1, 2015 through June 30, 2016 funded by Federal and State revenues in the amount of \$88,000 and County General Fund in the amount of \$12,000.

cc: Troy Held, Director, Child Support Services
Jeff Thompson, Senior Administrative Services Officer
Tom Lind, Program Manager, Children's System of Care

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