

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: January 7, 2014
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 January 1, 2014 through December 31, 2014, 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 November 6, 2012, your Board approved the execution of BP020245 with ABC Legal Service, Inc for Process Services. This BPO expired on December 31, 2013. 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. The charges for serves within California and outside of California will remain at \$62.00 per serve and \$85.00 per serve respectively. The department indicates the vendor has provided satisfactory service and and the provisions of the existing contract still represent the department's current needs. The BPO's General Terms and Conditions allows for the renewal of this BPO based on satisfactory service and the reasonable pricing offered by the vendor.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$60,000 and to authorize the Purchasing Manager to sign the resulting BPO. The requested BPO amount is based on the department's annual number of process services performed during the prior fiscal year.

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 January 1, 2014 through December 31, 2014. There is no impact to the General Fund as a result of this action because the Department is 100% state and federally funded.

cc: Troy Held, Director, Child Support Services
Jeff Thompson, Senior Administrative Services Officer

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