



PLACER COUNTY  
DEPARTMENT OF  
CHILD SUPPORT SERVICES

TROY HELD  
Director

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MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Troy Held, Director *TH*

DATE: January 3, 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:

It is respectfully requested that the Board issue a change order to increase the existing Blanket Purchase Order with LexisNexis by an additional \$26,000 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.

On March 22, 2007 a BPO was issued to LexisNexis by Administrative Services based on value, efficiency and the vendor's ability to serve subjects statewide and nationwide. In addition, LexisNexis provides an automated upload of documents that expedites the process beyond what other providers offer. CSS provides documents to LexisNexis by scanning them and uploading them online with no actual physical exchange of paper. The documents are

transferred electronically to the service agent and printed for service. This expedited service enhances the department's ability to serve its customers.

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 increase to BPO 14519 resulting from this recommendation will total \$26,000 for the remaining contract period. The Department of Child Support Services is funded 100% by State and Federal funding. The requested increase has been budgeted for and will have no fiscal impact to either the Child Support Budget or to the County General Fund.