

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

TO: Honorable Board of Supervisors
FROM: Clark Moots, Director of Administrative Services 
DATE: August 23, 2011
SUBJECT: Approve the Renewal of a Sole Source Blanket Purchase Order with ABC Legal Services, Inc. for Personal Service of Civil Process the Amount of \$150,000.00

ACTION REQUESTED

Approve the renewal of a sole source Blanket Purchase Order (BPO) with ABC Legal Services, Inc. of Seattle, WA to provide Personal Service of Civil Process to support the Placer County Department of Child Support Services (CSS) in the amount of \$150,000.00, and authorize the Purchasing Manager to sign the resulting documents.

BACKGROUND

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 September 28, 2010, your Board approved the renewal of BP016774 with ABC Legal Service, Inc for Process Services through September 30, 2011 in the amount of \$150,000.00. The resulting BP018258 will expire September 30, 2011. CSS continues to have a requirement for this service and has requested renewal of the agreement for another one-year period. ABC Legal Services has agreed to the one-year renewal at the same pricing and terms of the existing BPO.

The Purchasing Policy Manual, Section 1.3(l), allows for the renewal of this BPO based on the vendor's unique ability to provide the desired services.

FISCAL IMPACT

The resulting BPO with ABC Legal Services will be effective for the period October 1, 2011 through September 30, 2012. The department's Fiscal Impact Statement is attached.

Attachment: Child Support Services' Fiscal Impact Statement

cc: Troy Held, Director
April Nunez, Administrative Services Officer



Placer County
Department of Child Support Services

Troy Held
Director

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: April Nunez, Administrative Services Officer *AN*

DATE: August 23, 2011

SUBJECT: **Fiscal Impact Statement**
RQ053675 for Process of Service for the Placer County Department of
Child Support Services

The Child Support Services Department (Department) has sufficient funding to support this request within the 2011 – 2012 Fiscal Year budget. There is no impact to the General Fund as a result of this action. The Blanket Purchase Order resulting from this recommendation will total \$150,000.00.