



Agenda Submittal

Agenda #:	20	Status:	Approved
Type:	Contract	Department:	Department of Child Support Services
File #:	19-133	Contact:	Pamela Posehn, 784-3606
Agenda date:	2/26/2019	Final action:	2/26/2019
Title:	Approve a 3 year contract for an amount not to exceed \$364,320, with an option for two additional years, with Team Legal, Inc. to provide service of process of legal documents from March 1, 2019 through February 28, 2022; and Authorize the Director of Department of Child Support Services to execute the contract and subsequent amendments to extend the term as outlined in the agreement		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	1. A - Contract, 2. Executed Contract, 3. Minute Order		

Date	Ver.	Action By	Action	Result
2/26/2019	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of Child Support Services recommends that the Board of Supervisors:

- 1) Approve a 3 year contract for an amount not to exceed \$364,320, with an option for two additional years, with Team Legal, Inc. to provide service of process of legal documents from March 1, 2019 through February 28, 2022; and
- 2) Authorize the Director of Department of Child Support Services to execute the contract and subsequent amendments to extend the term as outlined in the agreement.

SUMMARY:

The Department of Child Support Services (DCSS) contracts with a private vendor to serve approximately 184 court documents per month. These services are needed to establish and enforce child support in Solano County. The current contract for legal service of process is due to expire March 31, 2019. DCSS would like to award the new contract prior to the expiration of the existing contract to avoid an interruption in services to DCSS customers.

A Request for Proposal (RFP) was issued December 12, 2018 to engage a firm to provide legal service of process of court documents. The RFP evaluation process, which involved evaluation of qualifications, experience, technical approach, and cost, resulted in a recommendation to award the contract to Team Legal, Inc. as the best qualified proposer.

FINANCIAL IMPACT:

There is no cost to the County General Fund as DCSS is funded with 34% state and 66% federal funds. This

is a 3 year contract for an amount not to exceed \$364,320, and with an option for two additional years. The department's FY2018/19 budget includes \$40,480 for the remainder of this fiscal year for service of process.

DISCUSSION:

Each month Solano County Department of Child Support Services generates approximately 184 legal documents, including Subpoenas, Orders to Show Cause, Summons and Complaints, and Notice of Motions. Pursuant to the California Code of Civil Procedures, these documents must be personally served. Personal service is primarily achieved through the use of a professional service of process company. Approximately 60 percent of the legal documents are served upon individuals residing in Solano County, and 40 percent are served within California counties outside of Solano County. Occasionally, service is required outside of the State of California.

A Request for Proposal (RFP) was issued December 12, 2018 with a final submission date for proposals of January 18, 2019. Two proposals were received in response to the RFP. Each satisfied the minimum qualifications. An evaluation committee consisting of three members of the Department of Child Support Services evaluated the proposals for qualifications, experience, and technical approach. Central Services - Purchasing tabulated the final combined scores. Team Legal, Inc. was selected based on the combination of attributes of the evaluation criteria, which were: General Proposer Qualifications and Experience 30%, Technical Approach 35%, and Cost 35%.

Subsequently, County staff conducted reference reviews of Team Legal, Inc. Staff contacted existing and past clients inquiring as to satisfaction of service provided, responsiveness to inquiries, and billing and reporting accuracy. Each client reported an overall satisfaction with the services provided.

ALTERNATIVES:

The Board could choose not to approve this contract. This action is not recommended as it would result in a delay of services essential to the servicing of court documents needed to establish and enforce child support in Solano County.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the contract as to form. Central Services - Purchasing helped develop the RFP and manage the process. The County Auditor/Controller's Office helped review the financial statements for the recommended vendor. The County Administrator's Office has been consulted and concurs with the recommendations.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION