

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

910



FROM: Purchasing and Fleet Services Department

SUBMITTAL DATE: August 25, 2003

**SUBJECT: APPROVE THE AGREEMENTS FOR PROCESS SERVER FOR RIVERSIDE COUNTY
DEPARTMENT OF CHILD SUPPORT SERVICES (DCSS)**

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Pursuant to the applicable California Code, the Board of Supervisors approve and execute the personal service agreements, and;
- 2) Approve the aggregate amount of \$950,000 to be utilized among the following Contractors as the need dictates:
 - ABC Legal Services, Inc., d/b/a Process Forwarding International
 - Inland Court Services
 - Arval Legal Services
 - American Process Server
- 3) Authorize the Purchasing Agent to exercise the option to renew annually for up to three (3) additional one-year periods.

(Continued on Page 2)

[Signature]
 ROBERT HOWDY SHELL, Director
 Purchasing and Fleet Services

FORM APPROVED
COUNTY COUNSEL
OCT 17 2003
[Signature]

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 950,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ -0-	Budget Adjustment:	No
	Annual Net County Cost:	\$ -0-	For Fiscal Year:	FY 03/04
SOURCE OF FUNDS: Federal 66% and State 34%				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE.

County Executive Office Signature *[Signature]*

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Prev. Agn. Ref.: | **District:** | **Agenda Number:** **3.27**

BOARD OF SUPERVISORS

**FORM 11: APPROVE THE AGREEMENTS FOR PROCESS SERVER FOR RIVERSIDE COUNTY
DEPARTMENT OF CHILD SUPPORT SERVICES (DCSS)**

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BACKGROUND: The Department of Child Support Services (DCSS) requires the services of process servers to perform field service of civil and criminal legal processes, such as subpoenas, order to show cause, summons and complaints, and other legal documents. California code 17500 requires DCSS to carry out its obligations under Title IV-D of the Social Security Act (42 U.S.C. Sec. 651 et. seq.). Each county shall maintain a local child support agency, as specified in Section 17304, that shall have the responsibility for establishing, modifying, and enforcing child support obligations, and determining paternity in the case of a child born out of wedlock.

On behalf of DCSS, the Purchasing Department issued a formal request for proposal to secure the services of process servers. The RFP was sent to eleven potential bidders and advertised on the Internet. Six responses were received. Due to the volume of services required within the County and the out-of-state claims, we are requesting to award contracts to four vendors, ABC Legal Services, Inc., d/b/a Process Forwarding International, Inland Court Services, Arval Legal Services, and American Process Server with the annual cost not to exceed \$950,000.

PRICE REASONABLENESS: The decision was made to go with the four lowest priced bids with the aggregate amount of \$950,000 to be utilized as required between all vendors. DCSS will utilize the lowest cost provider and move on the next available until all services are met.

REVIEW/APPROVAL: Purchasing concurs with this request.

**Exhibit A
Fee Structure**

	Inland Court Services	Arval Legal Services	American Process Services	Process Forwarding International
E-Filing	\$ 22.00	\$ 43.00	\$ 47.00	\$ 49.00
Riverside County	\$ 22.00	\$ 38.00	\$ 42.00	\$ 44.00
Los Angeles County	\$ 22.00	\$ 38.00	\$ 60.00	\$ 44.00
Orange County	\$ 22.00	\$ 38.00	\$ 60.00	\$ 44.00
San Bernardino County	\$ 22.00	\$ 38.00	\$ 60.00	\$ 44.00
San Diego County	\$ 22.00	\$ 38.00	\$ 60.00	\$ 44.00
All other Ca. Counties	N/A	\$ 38.00	\$ 60.00	\$ 59.00
All other States Outside of Ca./Interstate	N/A	\$40- \$75 Plus \$15 forwarding fee	\$ 75.00	\$ 79.00

Form 11 Attachment Contract/Lease/Purchase Summary Data

- | | | |
|---|---|---|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Lease | <input type="checkbox"/> Purchase |
| <input type="checkbox"/> Approval/Renewal | <input type="checkbox"/> Approval/Renewal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Sole Source | <input type="checkbox"/> Multi-Year Lease | <input type="checkbox"/> Other Than Low Bid |
| <input checked="" type="checkbox"/> Personal Services | <input type="checkbox"/> Equipment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> Independent Contractor | <input type="checkbox"/> Real Property | <input type="checkbox"/> Other than low Bid |
| <input type="checkbox"/> Change Order | | |

User Department:	DCSS
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Vendor/Lessor Name:	See Exhibit A
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Vendor/Lessor Location:	Various
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Selection Committee Member Names (RFP's Only) Belinda Jones, John Steele, James Fulmer

Local Preferences Applied: X Yes No
 Effected Award? Yes X No

Applicable Board Policy # California Code

Comments:

RFQ/RFP Process:

Date Mailed: 5/8/03
 Response Date: 6/2/03
 # of Responses: 6
 # of Qualified Responses: 6

Bidding Process:

Bid Range: \$22 to \$79 per serve
 Local Bid Range: \$22 to \$51 per serve
 Responsive and
 Responsible Bid Range: \$22 to \$79 per serve
 Local Preference FYTD:

Contract/Lease Renewals Only Proposed Differences

<u>Existing Agreement Items</u>	<u>Proposed Agreement Items</u>
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1. Rates
2. Terms
3. Conditions
4. Legal Issues
5. Accountability
6. Other

(Continue on blank sheet, if necessary)