

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



**ITEM: 3.6**  
**(ID # 12686)**

**MEETING DATE:**  
Tuesday, September 29, 2020

**FROM :** CHILD SUPPORT SERVICES:

**SUBJECT:** Ratify and Approve Amendment No. 1 to the Personal Service Agreement with Team Legal, Inc. for Process Server Services; All Districts [Total Cost \$250,000 – 66% Federal Funding, and 34% State Funding]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve Amendment No. 1 to the Personal Service Agreement for Process Service Services between County of Riverside and Team Legal, Inc. (Amendment No. 1) to approve an increase in the service fees effective July 1, 2020 through December 31, 2020; and
2. Authorize the Chair of the Board to sign Amendment No. 1 on behalf of the County.

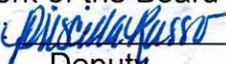
**ACTION:Policy**

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: September 29, 2020  
xc: CSS

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$250,000.00	\$0.00	\$250,000.00	\$0.00
<b>NET COUNTY COST</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>SOURCE OF FUNDS: 66% Federal and 34% State</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 20/21</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Department of Child Support Services (DCSS) requires process server services to perform civil and criminal legal processes, such as serving subpoenas, orders to show cause, summons/complaints, and other legal documents. California Family Code, Section 17500, requires DCSS to carry-out obligations under Title IV-D of the Social Security Act (42 U.S.C. Sec. 651 et seq.), providing that each county maintain a local child support agency, as specified in Family Code Section 17304, which shall have responsibility for establishing, modifying and enforcing child support obligations and determining paternity in the case of a child born out of wedlock. Approximately one thousand (1,000) services of process are performed per month. Services may require same day service and contractor shall perform services of process within all counties in California and throughout the United States as needed.

Staff recommend approval of Amendment No. 1. County Counsel has approved as to form Amendment No. 1.

**Impact on Residents and Businesses**

Continued deliver of service to establish and enforce child support orders.

**Additional Fiscal Information**

None

**Contract History and Price Reasonableness**

On December 5, 2017, in Minute Order 3.8, the Board of Supervisors approved an agreement with Team Legal Inc. to perform process server services for DCSS through December 31, 2020. As part of the contract, the vendor must hold the first-year pricing firm and thereafter may request an increase based on increased business costs. Team Legal Inc. has maintained the same pricing since December 2017 and has requested an increase and provided justification for the service fee increase. The fee increased from \$33.50 per hour to \$37.52.

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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Cynthia M. Guzzel, Chief Deputy County Counsel 9/21/2020

  
Teresa Summers, Director of Purchasing 9/14/2020

  
Marcus Maltese 9/24/2020

  
Gregory V. Priarios, Director County Counsel 9/21/2020

COUNTY OF RIVERSIDE  
AMENDMENT NO. 1 TO THE AGREEMENT  
WITH  
TEAM LEGAL, INC.

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Original Contract Term:	12/05/2017 through 12/31/2020
Contract Term Extended To:	NOT APPLICABLE
Effective Date of Amendment:	07/01/2020
Original Annual Maximum Contract Amount:	\$250,000.00
Amended Annual Maximum Contract Amount:	NOT APPLICABLE
Contract ID: DCARC-96147-002-12/22	

The Amendment No. 1 to the Personal Service Agreement (Contract Id. No. DCARC-96147-002-12/22) is entered into by and between the County of Riverside, a political subdivision of the State of California, on behalf of its Department of Child Support Services (COUNTY) and Team Legal, Inc., a California Corporation, effective July 1, 2020. COUNTY and CONTRACTOR are collectively referred to herein as the "Parties", and individually as the "Party".

**RECITALS**

**WHEREAS**, the Parties entered into that certain Personal Service Agreement for Process Server Services Between County of Riverside and Team Legal, Inc. for a contract term through December 31, 2020 (Agreement); and

**WHEREAS**, COUNTY's Board of Supervisors, on December 5, 2017, in Minute Order 3.8, approved the Agreement and authorized the Purchasing Agent, based on availability of funding, to sign amendments to the compensation provisions that do not exceed five percent (5%) annually; and

**WHEREAS**, the Parties desire to increase the service fees by 12%;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. The above recitals are true and correct and incorporated herein by this reference.
2. Exhibit B (Payment Provisions) is hereby deleted in its entirety and replaced in its entirety with the attached, Exhibit B-1 (Amendment Payment Provisions), incorporated herein by this reference.
3. All references in the Agreement, including attachments thereto, to "Exhibit B" are hereby deleted in their entirety and all references to Exhibit B are hereby replaced with "Exhibit B-1".
4. All other terms and conditions of the Agreement not modified herein shall remain unchanged.
5. The Effective Date of this Amendment No. 1 shall be July 1, 2020.

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COUNTY OF RIVERSIDE  
AMENDMENT NO. 1 TO THE AGREEMENT  
WITH  
TEAM LEGAL, INC.

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6. This Amendment No. 1 and the Agreement contain the entire understanding of the Parties. There are no oral or written representations, understandings, or ancillary covenants, undertakings, or agreement that is not contained or expressly referred to within this Amendment No. 1.

7. The Parties agree to execute such other documents and to take such other actions as may be necessary to further the purpose of this Amendment No. 1.

**[Signatures on Following Page]**

COUNTY OF RIVERSIDE  
AMENDMENT NO. 1 TO THE AGREEMENT  
WITH  
TEAM LEGAL, INC.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment No. 1.

COUNTY OF RIVERSIDE, a political subdivision of the State of California

By:   
V. Manuel Perez, Chairman  
Board of Supervisors

Dated: SEP 29 2020

TEAM LEGAL INC., a California Corporation

By:   
Name: Sean O'Connell  
Title: Director of Marketing & Client Relations


Dated: 9/16/2020

ATTEST:

Kecia R. Harper  
Clerk of the Board

By:   
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By:   
Amrit P. Dhillon  
Deputy County Counsel

**EXHIBIT B-1**  
**AMENDED PAYMENT PROVISIONS**  
**PROCESS SERVERS SERVICES**  
**Team Legal Service Fees**

Standard Service Document/Packet (One flat fee)	Successful Service (Personal Serve/Substitute Service)	Non-Service (Bad Address or unable to locate or sub-serve individual)
Riverside County	\$37.52	\$37.52
Los Angeles County	\$37.52	\$37.52
Orange County	\$37.52	\$37.52
San Bernardino County	\$37.52	\$37.52
All other CA Counties	\$50.96	\$50.96
All other States outside of CA/Interstate	\$72.80	\$72.80
Serving Detention Facility and Military Facility in CA	\$72.80	\$72.80