



Monterey County

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Report

Legistar File Number: 15-1103

October 27, 2015

Introduced: 10/7/2015

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Approve and authorize the Contracts/Purchasing Officer to execute an agreement between County of Monterey and American Eagle Attorney Service, Inc. for a total not to exceed the amount of \$250,000 to provide out-of-state process services for the County of Monterey Department of Child Support Services.
- b. The initial term shall commence with the signing of the Agreement through and including August 31, 2018, with the option to extend the Agreement for two (2) additional one (1) year periods.
- c. Authorize the Contracts/Purchasing Officer, or his designee, to sign up to three (3) amendments to the agreement, where the total amendments do not exceed 10% of the original contract amount and do not significantly change the scope of work.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer to execute an agreement between County of Monterey and American Eagle Attorney Service, Inc. for a total not to exceed the amount of \$250,000 to provide out-of-state process services for the County of Monterey Department of Child Support Services.
- b. The initial term shall commence with the signing of the Agreement through and including August 31, 2018, with the option to extend the Agreement for two (2) additional one (1) year periods.
- c. Authorize the Contracts/Purchasing Officer, or his designee, to sign up to three (3) amendments to the agreement, where the total amendments do not exceed 10% of the original contract amount and do not significantly change the scope of work.

SUMMARY/DISCUSSION:

American Eagle Attorney Service, Inc. has been a nationwide provider of process services since 1994, and continues to serve process for documents related to child support cases.

The child support process requires service of process of program-applicable documents needed to establish, enforce and/or modify court orders. Monterey County Child Support Services wishes to engage the services of American Eagle Attorney Service, Inc. to provide process service in areas outside of Monterey County where sufficient permanent staffing is not able to efficiently, effectively and, with a reasonable cost, provide the service. American Eagle Attorney Service, Inc. is willing to modify office procedures and staffing to accommodate the County of Monterey's changing requirements, increasing caseload, procedural revisions, and advancing technology.

This service supports the State DCSS 2015-2019 Strategic Plan Goals to increase support for California's children and enhance program performance and sustainability. It also supports three of its core strategies; specifically: to establish timely and appropriate orders, to leverage resources to be most cost effective, and to evaluate and expand efficiencies in operations statewide.

OTHER AGENCY INVOLVEMENT:

County Counsel, Contracts/Purchasing and Auditor-Controller have reviewed and approved this agreement as to legal form and fiscal provisions, respectively.

FINANCING:

This agreement is funded by Federal (66%) and State (34%) funds and approval of this action has no impact on the County General Fund contributions. The funds for this agreement are included in the Child Support Services' adopted budget for FY 2015-16, with no increase in appropriations required. Transactions relating to future fiscal years will be included in each respective recommended budget.

Prepared by: Shirley Liu, Administrative Secretary, (831) 769-8714

Approved by: Jo Ellen Holtzworth, Acting Director of Child Support Services, (831) 769-8721



Attachments: Agreement between County of Monterey_American Eagle Attorney Service, Inc._RFQ 10540_out-of-state