

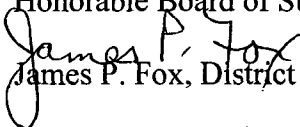


COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Office of the District Attorney
Family Support Division

DATE: June 18, 2002

BOARD MEETING DATE: June 25, 2002

TO: Honorable Board of Supervisors
FROM: 
James P. Fox, District Attorney
SUBJECT: Agreement with Swift Attorney Service for Process Service for the
Department of Child Support Service.

Recommendation

Adopt a resolution authorizing the execution of an agreement with Swift Attorney Service for service of process for the Department of Child Support Services.

Background

On July 1, 2002, the Family Support Division of the District Attorney's Office will become the San Mateo County Department of Child Support Services. Since the proposed start date of this contract is July 1, 2002, the contracting agency will be the new Department.

The Family Support Division, soon to be the San Mateo County Department of Child Support Services, obtains and enforces orders for child support and health insurance. The Department is mandated to provide this service to all recipients of CalWORKS (formerly Aid to Families with Dependent Children) and anyone else that applies for child support services. Obtaining and enforcing child support and health insurance orders is a legal process requiring formal service of process to the defendant party. The San Mateo County Department of Child Support Services currently refers approximately 5786 legal documents a year for process service.

Discussion

In September of 2000, the Family Support Division issued a Request for Proposals for process service to over 50 firms. Proposals were received from two (2) firms. A five-member review committee evaluated the proposals and selected two (2) finalists based on experience serving child support documents, price and client references. Formal interviews were held on October 17, 2000 with the two (2) finalists and Swift Attorney Service was selected as the contractor of choice based on the evaluation criteria. Please reference the attached Vendor Matrix for a summary of the key evaluation criteria and overall process followed in selecting this contractor.

The contract with Swift Attorney Service was for the period from November 18, 2000 through and including June 30, 2002 for a not to exceed total of \$300,000.

The Division is requesting a waiver of the Request for Proposals process and is asking permission to enter into a 12-month contract with the current vendor, Swift Attorney Service under the same terms and conditions as the original contract. The Division is making this request because the RFP process concluded just 20 months ago and the contract has only been in place for 19 months. County Counsel has reviewed and approved the attached agreement.

Vision Alignment

Entering into a contract for service of process will enable the Department of Child Support Services to establish and enforce orders for child support and medical insurance. The ability to provide these services helps the County achieve their following visioning goals.

Ensure basic health and safety for all.

- 5. Residents have access to healthcare and preventative care.

Create opportunities for every household to participate in our prosperity.

- 17. All households experience real gains in income.

Fiscal Impact

The total cost of the proposed 12-month contract for service of process is not to exceed \$170,000. Funding to cover the full amount of the contract is included in the FY 2002/2003 Proposed Budget for the Department of Child Support Services. The Department of Child Support Services is fully funded through Federal and State subventions and incentives, so this contract does not require any General Fund support.

RECOMMENDED
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Paul Stannell
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ASSISTANT COUNTY MANAGER

Exhibit A

1.	General Description of RFP	Process Service Contract for the District Attorney's Office, Family Support Division
2.	List key evaluation criteria	<ul style="list-style-type: none"> • Experience serving family law documents • Demonstrated competence in providing a high level of professional service in our core service area • Cost • Number, capability, expertise, training and experience of personnel to be assigned to contract • Contractor's overall ability to manage increased workload and meet all facets of our process serving needs • Ability to meet qualifications and conditions as specified in the RFP • Client references
3.	Where advertised	<ul style="list-style-type: none"> • CA Association of Photocopiers and Process Servers • United States Process Servers Association
4.	In addition to any advertisement, list others to whom RFP was sent	<ul style="list-style-type: none"> • Swift Attorney Service (current contractor) • All Process Servers advertised in CA Yellow Pages • All Process Servers recommended by surrounding Family Support Divisions in 9 bay area county region
5.	Total number sent to prospective proposers	54
6.	Number of proposals received	2
7.	Who evaluated the proposals	<ul style="list-style-type: none"> • RFP Review Committee (5 individuals) comprised of Management, Legal, and Professional staff from the Family Support Division, specifically: Family Support Administrator, 2 Program Services Managers, Administrative Services Manager, and the Lead Deputy District Attorney.
8.	In alphabetical order, names of proposers (or finalists, if applicable) and location	<ul style="list-style-type: none"> • L & L Legal Assistance, Inc. San Francisco, CA. • Swift Attorney Service, Redwood City, CA.