



**MELESA N. JOHNSON**  
**Jackson County Prosecuting Attorney**

MEMORANDUM

To: Keith Allen, Senior Buyer  
From: Rebecca Lambert, Director  
Date: February 10, 2026  
Re: RFP 25-051 Process of Legal and Administrative Documents Services

Keith,

Regarding RFP 25-051 for service of process of legal documents, I would like to recommend that D & B Legal Service LLC be awarded this contract. D & B Legal Service's submission meets the requirements of the bid. Our office has a lengthy history with this company and they have provided excellent services to our office for many years. This contract and the services provided are essential to the business conducted by our office and this business has proven to be a reliable partner.

Dependent upon our fluctuating caseload, our department expends approximately \$40,000 - \$50,000 per year for this service via line item 001-4103-56760 (General Fund – Family Support Division – Court Costs/Investigation Services).

Respectfully,

Rebecca Lambert