

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res. Ord No.: 18223
 Sponsor(s): James D. Tindall
 Date: July 22, 2013

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing a Ninety Day Interim Term and Supply Contract for the furnishing of Legal Process Services for the Family Support Division of the Prosecuting Attorney Office to D and B Legal Services of Overland Park, Kansas.</u></p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$13,000.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$13,000.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$13,000.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Family Support Estimated Use: \$13,000.00</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$13,000.00	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$13,000.00	Amount budgeted for this item * (including transfers):	\$13,000.00	Source of funding (name of fund) and account code number:	
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date):</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>										
<p>REQUEST SUMMARY</p>	<p>The Director of Finance and Purchasing requests the authorization of a Ninety Day Interim Term and Supply Contract for the furnishing of Legal Process Services for the Family Support Division of the Prosecuting Attorney Office beginning July 1, 2013 through October 1, 2013. The requested interim contract will allow the County the necessary lead time to issue and award an Invitation to Bid for these services and ensure continued services for the Family Support Division.</p> <p>The Family Support Division has been utilizing Legal Process Services for over Twenty-Five years, however, the volume of cases has increased and there is a need for a competitively bid Term and Supply Contract.</p>										
<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
<p>ATTACHMENTS</p>	<p>Memorandum from Melissa Mauer-Smith, Family Support Division</p>										
<p>REVIEW</p>	<table border="1"> <tr> <td>Department Director <i>Melissa Mauer-Smith</i></td> <td>Date: 7-12-2013</td> </tr> <tr> <td>Finance (Budget Approval): If applicable N/A <i>Deborah S Ball</i></td> <td>Date: 7-12-13</td> </tr> <tr> <td>Division Manager <i>[Signature]</i></td> <td>Date: 7/12/13</td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table>	Department Director <i>Melissa Mauer-Smith</i>	Date: 7-12-2013	Finance (Budget Approval): If applicable N/A <i>Deborah S Ball</i>	Date: 7-12-13	Division Manager <i>[Signature]</i>	Date: 7/12/13	County Counselor's Office:	Date:		
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County Counselor's Office:	Date:										

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Memorandum

To: Barbara Casamento
Purchasing

From: Melissa Mauer-Smith
Family Support Division

Date: July 11, 2013

Re: Interim Contract for Process Server

I am requesting that your office prepare an interim contract with D & B Legal Services, Inc. to provide service of process of legal documents for the Jackson County Prosecutor's Office - Family Support Division from July 1, 2013 to October 1, 2013. Our office estimates the cost of this service will be \$13,000. Effective service of process is a critical business need for this office.

D & B Legal Services, Inc. has been very effectively serving legal process on child support cases for this office for over 4 years. D & B Legal Services, Inc and their affiliates serve required legal documents on the necessary parties in Paternity and Enforcement actions filed by the Jackson County Prosecutor's Office - Family Support Division. They serve legal process primarily in Jackson County and the surrounding counties; additionally they have affiliates that serve our documents in many areas of the United States.

The history of utilizing private process servers in the Jackson County Prosecutor's Office - Family Support Division began approximately 25 years ago, on a smaller scale, the office has utilized many different vendors over that time period, often at the same time. Regretfully as the volume of cases increased and the expense increased, the office failed to recognize the need for a contract that was competitively bid. It is our intent to have a Invitation to Bid for Process Service issued within the next 30 days. This request for an interim contract is to insure continued service of process on cases, as there are regulatory timeframes that must be met.