

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a twenty-four month term and supply contract with one twelve-month option to extend for the furnishing of legal process services for use by the Family Support Division of the Prosecuting Attorney's Office to D&B Legal Services of Prairie Village, KS, under the terms and conditions of Invitation to Bid No. 108-22.

RESOLUTION NO. 21153, February 7, 2023

INTRODUCED BY Vanessa Huskey, County Legislator

WHEREAS, the Family Support Division of the Prosecuting Attorney's Office is in need of legal process services in child support cases; and,

WHEREAS, the Finance and Purchasing Department solicited formal written bids on Invitation to Bid No. 108-22, for the furnishing of these services; and,

WHEREAS, a total of eleven notifications were distributed and viewed, and two responses were received and evaluated from the following:

Bidders

D&B Legal Services, Prairie Village, KS

Info Track U.S.A, Petaluma, CA

WHEREAS, following evaluation of the bids submitted, the Director of Finance and Purchasing recommends the contract be awarded to D&B Legal Services of Prairie Village, KS, as the lowest and best bidder, as set forth in the attached recapitulation and analysis; and,

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a twenty-four month term and supply contract, with one twelve-month option to extend, for the furnishing of Legal Process Service for the use by the Prosecuting Attorney's Family Support Division to D&B Legal Services, as the lowest and best bid received; and,

WHEREAS, this award is made on an as needed basis and does not obligate Jackson County to pay any specific amount, with the availability of funds for specific purchases subject to annual appropriation; now therefore,


BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made as recommended by the Finance and Purchasing Department, and is hereby, authorized to execute for the County any documents necessary to the accomplishment of the award; and,

BE IT FURTHER RESOLVED that the Finance and Purchasing Department be and hereby is authorized to make all payments, including final payment on the contract, to the extent that sufficient appropriations to the using spending agency are contained in the then-current Jackson County budget.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:


Chief Deputy County Counselor


County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21153 of February 7, 2023, was duly passed on February 14, 2023 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 9

Nays 0

Abstaining 0

Absent 0

2.14.23
Date


Mary Jo Spino, Clerk of Legislature

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 is subject to annual appropriations.

2/1/2023
Date


Chief Administrative Officer



JEAN PETERS BAKER
Jackson County Prosecuting Attorney

MEMORANDUM

To: Barbara Casamento, Purchasing Administrator, Finance/Purchasing Department

From: Melissa Mauer-Smith, Director, Prosecutor's Office - Family Support Division

Date: January 12, 2023

Re: **Evaluation of Request for Proposal No. 108-22 (Process Service)**

The Jackson County Prosecutor's Office - Family Support Division formed an evaluation committee consisting of 6 members, including Attorneys and Technical staff that routinely utilize the services of Process Servers in their daily work.

Each member of the Committee thoroughly reviewed the RFP and the two responses. The committee met together to review each factor of the submitted bids. The references for each responding company were checked by requesting each reference answer the same questions for each bidding company. The responses from the references was provided to the evaluation team for review. Each member of the evaluation committee completed their individual scoring on Bonfire for each of the responding companies in the areas of Qualifications and Experience, References and Pricing. Bonfire provided these scoring results: D&B Legal Services received a score of 97.5 and InfoTrack US received a score of 41.33.

Based on the 97.5 points independently awarded by the six members of the Committee to D&B Legal Services, the Prosecutor's Office Family Support Division Evaluation Committee recommends the bid be awarded to D&B Legal Services.

In particular, the committee felt that the proposal from D&B Legal Services submitted the best proposal to meet the needs of the Prosecutor's Office Family Support Division, the following reasons were highlighted by members of the committee:

- Response specifically stated the exact number of number of Process Servers and staff available, which are adequate to meet our high volume needs
- The management has over 30 years years of experience in this field
- A minimum number of 3-4 service attempts will be provided for each person to be served
- The company agreed to meet all the requirments listed in the RFP, including: courier, service, field photos, field sheets, skip tracing, court testimony and online access to their database
- References were from Law Offices that use D&B Legal Services to serve a high volume of documents, which would be similar to the needs of the Family Support Division
- References provided strong recommendations and letters of reference and have used D&B Legal Services for 10 – 15 years
- The pricing structure for the work provided was reasonable and appropriate and significantly more affordable to the Family Support Division
- There are no pending legal actions against this company



Response to Bid No. 108-22

Pricing:

5.1.6

Jackson County, MO

\$50.00 Service Fee and \$15.00 Non-Est Fee

Cass, Clay and Platte Counties

\$50.00 Service Fee and \$15.00 Non-Est Fee

Johnson and Lafayette Counties

\$85.00 Service Fee and \$55.00 Non-Est Fee

Buchanan

\$85.00 Service Fee and 55.00 Non-Est Fee

Johnson County and Wyandotte County, KS

\$50.00 Service Fee and \$15.00 Non-Est Fee