



County of San Mateo

Inter-Departmental Correspondence

Department: CHILD SUPPORT SERVICES

File #: 18-436

Board Meeting Date: 6/5/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Kim Cagno, Director, Department of Child Support Services
Subject: Agreement with Swift Attorney Service for Process Service for the Department of Child Support Services

RECOMMENDATION:

Adopt a resolution regarding Swift Attorney Service agreement:

- A) Authorizing the execution of an agreement with Swift Attorney Service to provide service for the term of July 1, 2018 through June 30, 2021, in an amount not to exceed \$255,000; and
- B) Authorizing the Director or the Director's designee to execute contract amendments which modify the county's maximum fiscal obligation by no more than \$25,000.00 (in aggregate), and/or modify the contract term and or services as long as the modified term or services is/are within the current or revised fiscal provisions.

BACKGROUND:

The San Mateo County Department of Child Support Services obtains and enforces court orders for child support and health insurance. The Department is mandated to provide this service to all recipients of CalWORKs 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 1,000 legal documents a year for service of process.

DISCUSSION:

In January, 2018, the San Mateo County Department of Child Support Services issued a Request for Proposals for Process Service to the 38 registered process servers within fifty miles of the Redwood City County Center. The Department also publicized the request for one week in three Bay Area newspapers. Proposals were received from one firm.

PERFORMANCE MEASURE:

Measure	FFY 2016-17 Actual	FFY 2017-18 Target
---------	--------------------	--------------------

Percent of cases with orders for child support	94.81%	94.85%
Total amount of child support collected (in millions)	\$31.4	\$31.5

FISCAL IMPACT:

The term of this Agreement is from July 1, 2018 through June 30, 2021. The estimated per year cost is \$85,000.00. Funding for this Agreement has been included in the FY 2018-19 Recommended Budget. The Department of Child Support Services is fully funded through Federal and State subventions, thus there is no Net County Cost associated with the adoption of this Agreement.