

# COUNTY OF LOS ANGELES

## Family and Social Services

FESIA A. DAVENPORT  
Chief Executive Officer



**DATE:** Wednesday, June 9, 2021  
**TIME:** 1:30 PM

**DUE TO THE CLOSURE OF ALL COUNTY BUILDINGS, MEETING PARTICIPANTS AND MEMBERS OF THE PUBLIC WILL NEED TO CALL IN TO PARTICIPATE:**

**Teleconference Call-In Number: (323) 776-6996/ Conference ID: 599 009 090#**

### AGENDA

Members of the Public may address agenda item. Two (2) minutes are allowed for each item.

- I. Call to Order
- II. **Presentation/Discussion Items:**
  - a. **Department of Public Social Services:** General Relief Opportunities for Work (GROW) Redesign.
- III. **Informational Items:**
  - a. **Child Support Services Department:** Request for Delegated Authority to Execute Three Contracts for Service of Process.
- IV. Items continued from a previous meeting of the Board of Supervisors or from a previous FSS Agenda Review meeting.
- V. Public Comment
- VI. Adjournment



**County of Los Angeles**  
**Child Support Services Department**



**TERRIE HARDY**  
Director

**DEAN DE GRUCCIO**  
Chief Deputy Director

June XX, 2021

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street,  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR DELEGATED AUTHORITY FOR THE DIRECTOR OF CHILD  
SUPPORT SERVICES DEPARTMENT TO EXECUTE THREE CONTRACTS FOR  
SERVICE OF PROCESS  
(ALL DISTRICTS – 3 VOTES)**

**SUBJECT**

The County of Los Angeles Child Support Services Department is requesting approval to execute three contracts with legal services agencies to provide service of process for a three-year period beginning September 1, 2021 and ending August 31, 2024, with the option to renew the contracts for up to two additional years.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the service of process for the Child Support Services Department (CSSD) can be performed more economically by an independent contractor.
2. Delegate authority to the Director of CSSD, or her designee, to execute three contracts for service of process in substantially similar form to Attachment I, with the contractors listed on Attachment II. The contract term will be three years, beginning September 1, 2021 and ending August 31, 2024 with a County option to renew the contracts for two additional one-year periods. The total maximum annual contract amount for the three contracts is \$1.3 million, fully funded by federal and State revenue. Funding for this contract is included in the FY 2021-2022 Budget. Funding for future years will be included in the Department's budget requests.

**CONTRACT AND PROCUREMENT MANAGEMENT DIVISION**

5770 South Eastern Ave., 4<sup>th</sup> Floor • Commerce, CA 90040 • (323) 889-3400

*“To enrich our community by providing child support services  
in an efficient, effective and professional manner, one family at a time”*

3. Delegate authority to the Director of CSSD, or her designee, to exercise two one-year renewal options for each contract by written notice at the Director's discretion and instruct the Director of CSSD to notify the Board and the Chief Executive Office (CEO) within ten working days of issuing such notices.
4. Delegate authority to the Director of CSSD, or her designee, to execute contract amendments to increase the maximum annual contract sum by up to 10% if needed for an increase in the units of service without further Board approval. The approval of County Counsel and the CEO will be obtained prior to increasing the amount by 10%, and the Director will notify your Board in writing within ten business days after execution.
5. Delegate authority to the Director of CSSD, or her designee, to prepare and execute amendments to the service of process contracts to make changes necessitated by federal, State, or local rules, or to meet program needs, provided a) County Counsel approval is obtained prior to executing the amendment, and b) the Director of CSSD to notify the Board and CEO in writing within ten working days of execution of such amendments.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Service of process is an essential key step in the CSSD's ability to meet its mission to establish and enforce child support orders. The current contracts for these services expire on August 28, 2021. Therefore, approval is requested to execute three new contracts with AAA Attorney Services II, Inc., Precise Investigative Services, and Sue-Ya, Inc. to perform service of process for the CSSD.

Under the contracts, the CSSD will only pay for successful service of process or when service has been attempted with due diligence. The unit cost for service will range from \$36.00 to \$160.00 depending on the location of service. Sufficient funds for the contracts are included in CSSD's budget for Fiscal Year 2021-2022 and will be requested in future budgets.

### **Implementation of Strategic Plan Goals**

The contracts are consistent with the principles of the Countywide Strategic Plan Goal #1 (Make Investments that Transform Lives) Be a highly responsive organization capable of responding to complex societal problems, #2 (Foster Vibrant and Resilient Communities) Be the hub of a network of public-private partnering agencies supporting vibrant communities and #3 (Realize Tomorrow's Government Today). We want to be an innovative, flexible, effective, and transparent partner focused on advancing the common good.

**FISCAL IMPACT/FINANCING**

The contract terms shall be for a period of three years, commencing on September 1, 2021 or the day after execution of the contracts whichever is later, with the option to renew the contracts for up to two one-year periods. Each such extension option may be exercised at the sole discretion of the Department Head or their designee.

The associated cost of the contracts will be fully funded with State (34 percent) and federal (66 percent) revenues. Compensation for the services for the CSSD shall not exceed \$1.3 million annually, without prior approval by the Department Director for the term of the contracts.

FROM:

Federal	\$ 858,000
State	\$ 442,000
<hr/>	
Total Program Funding	\$ 1,300,000

TO:

AAA Attorney Services II, Inc.	
Precise Investigative Services	
Sue-Ya, Inc.	
<hr/>	
Total Contract Sum	\$ 1,300,000

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contracts meet all requirements of Chapter 2.121, et seq., of the Los Angeles County Code 2.121.380. The Auditor-Controller certifies that the cost analysis for the proposed contracts demonstrates that contracting for these services is cost effective. The cost analysis utilizes a methodology consistent with Auditor-Controller's contracting cost analysis guidelines. The contracts have been approved as to form by County Counsel.

The Department has determined that the contractors meet the requirements of the Living Wage Program (County Code Chapter 2.201) and agree to pay their full-time employees providing County services a living wage.

Contracts are recommended with three contractors: AAA Attorney Services II, Inc., Precise Investigative Services, and Sue-Ya, Inc. The recommended contracts are for a three-year period beginning September 1, 2021 and include a provision to renew for up to two one-year periods. All terms of the contracts in effect at the time of extending the term shall remain in effect for the duration of the extension.

### **CONTRACTING PROCESS**

The contracting process was completed through an open-competitive solicitation and selection process. The Request for Proposal (RFP) was released on September 10, 2020 and advertised in six (6) newspaper publications under the County's master agreement with the Daily Journal Corporation for government advertising, CSSD's official website and on the Los Angeles County website. A total of three hundred and thirteen (313) Letters of Interest were mailed to prospective vendors. RFPs were sent to sixty-one (61) firms that requested copies.

CSSD received proposals from five (5) vendors. After CSSD managers reviewed the proposals, three (3) vendors were selected: AAA Attorney Services II, Inc., Precise Investigative Services, and Sue-Ya, LLC.

A Proposition A cost analysis has been developed and is on file in the Department.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this contract will ensure current services are maintained.

### **CONCLUSION:**

Upon approval by the Board of Supervisors it is requested that Executive Officer-Clerk of the Board to send an adopted stamped copy of the Board letter and attachments to:

Child Support Services Department  
Attention: Andrea Barnes  
5770 South Eastern Avenue, 4<sup>th</sup> Floor  
Commerce, California 90040

Respectfully submitted,

TERRIE HARDY  
Director

TH:GC:lj

### **Attachments**

c: Executive Officer, Board of Supervisors  
Chief Executive Officer  
County Counsel