

ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 01/23/2024

Approved as Recommended Other

Unanimous Tam: Haubert: Miley: Márquez: Carson: -

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-902327,C-96440,C-96442

Documents to be signed by Agency/Purchasing Agent:

File No. _____
Item No. 2

Copies sent to:

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:
Clerk of the Board
Board of Supervisors

By: *Cheryl Perkins*
Deputy



DEPARTMENT OF CHILD SUPPORT SERVICES
ALAMEDA COUNTY, CALIFORNIA
PHYLLIS P. NANCE, DIRECTOR

5669 Gibraltar Drive, Pleasanton, CA 94588-8547
Telephone No.: 1-866-901-3212 Fax No.: (925) 468-9297 Website: www.acdcss.org

January 4, 2024

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

**SUBJECT: AWARD CONTRACTS FOR SERVICE OF PROCESS; MASTER
CONTRACT NO. 902327; AMOUNT: \$815,000**

Dear Board Members:

RECOMMENDATION:

Authorize the Purchasing Agent, or her designee, to execute Master Contract No. 902327 to provide service of process services to the Alameda County Auditor-Controller Agency – Central Collections Division, County of Alameda Office of the County Counsel, and Alameda County Department of Child Support Services, for the term of 2/1/24 – 1/31/27, in the pooled amount of \$815,000 with the following contractors:

- A. Interceptor Legal Support Services, Inc. (Principal: Hugh Rutherford; Location: Oakland) Procurement Contract No. 96440; and
- B. Team Legal, Inc. (Principal: Vincent Batza; Location: Valencia); Procurement Contract No. 96442.

DISCUSSION/SUMMARY:

The Alameda County Auditor-Controller Agency - Central Collections Division (AC-CC) requires service of process for an estimated 250 legal documents annually, the County of Alameda Office of the County Counsel (OCC) requires service of process for roughly 700 legal documents annually, and Alameda County Department of Child Support Services (ACDSS) requires service of process for approximately 3,000 legal documents annually. The execution of these services requires the delivery of legal documents to the person required to respond to the legal action. Thus, the County of Alameda requires qualified contractors to provide service of process for its departments/agencies to individuals or entities located within the County, other counties in California, and other counties within the United States.

The Contractors will perform field service of civil and quasi-criminal documents including, but not limited to, Summons and Complaints, Summons and Petitions, Subpoenas, Notice of Motions, Orders to Show Cause, Writs, Orders, Judgments, as well as any inserts or cover letters

received from various county departments/agencies. State and Federal laws and regulations and County resolutions, ordinances, and policies mandate this legal service of process.

SELECTION CRITERIA/PROCESS:

AC-CC, OCC, and ACCSS have determined that County of Alameda does not currently have the resources to provide service of process services.

AC-CC, OCC, and ACCSS worked with General Services Agency–Procurement to develop a Request for Proposal (RFP), which was issued on September 5, 2023, posted on the County and GSA LinkedIn websites for 38 days, sent to the E-Gov Goods and Services – Current Contract Opportunities mailing service and emailed to the Chambers of Commerce e-mail group. The RFP was also advertised in the Inter-City Express on September 7, 2023 and the Sing Tal (S.F.) on September 7, 2023. A vendor outreach was conducted on September 6, 2023, followed by one networking/bidder’s conference on September 12, 2023, which was attended by three attendees.

On October 13, 2023, six bidders submitted responses to the RFP. One response was disqualified for an incomplete bid form. The remaining five responses were evaluated and bidders were interviewed by the County Selection Committee. A maximum total of 500 evaluation points was available for this RFP.

Interceptor Legal Support Services, Inc. and Team Legal, Inc. were the highest-scoring qualified vendors and are being recommended for award. Interceptor Legal Support Services, Inc. is a certified Small Local Emerging Business (SLEB) (Certified Small: 04-90604; Expiration Date: March 31, 2025). A portion of this contract is federally funded through 45 CFR 92; therefore, the Auditor-Controller Agency, Office of Contract Compliance & Reporting granted a SLEB Waiver for both Contractors (SLEB Federal Waiver No. F2373-A, valid through January 31, 2027).

The following is the evaluation summary:

EVALUATION SUMMARY

Vendor	Location	Local	SLEB	Evaluation Points
<i>Interceptor Legal Support Services, Inc.</i>	<i>Oakland, CA</i>	<i>Y</i>	<i>Y</i>	<i>455</i>
<i>Team Legal, Inc.</i>	<i>Valencia, CA</i>	<i>N</i>	<i>Waived</i>	<i>387</i>
<i>National Court Research, Inc.</i>	<i>Stockton, CA</i>	<i>N</i>	<i>N</i>	<i>339</i>
<i>American Eagle Attorney Services, Inc.</i>	<i>Apple Valley, CA</i>	<i>N</i>	<i>N</i>	<i>319</i>
<i>Discovery Pro, Inc.</i>	<i>Chino, CA</i>	<i>N</i>	<i>N</i>	<i>278</i>

FINANCING:

Appropriations for these contracts are included in the individual agencies' Fiscal Year 2023-24 Approved Budgets and will be requested in future budget years. No additional appropriations are required and there will be no increase in net County cost.

VISION 2026 GOAL:

The service of process meets the 10X goal pathway of **Crime Free County** in support of our shared visions of **Safe and Livable Communities** and **Thriving and Resilient Population**.

Respectfully submitted,

DocuSigned by:

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Phyllis P. Nance
Director, Department of Child Support Services

DocuSigned by:

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Melissa Wilk
Auditor-Controller /Clerk-Recorder

DocuSigned by:

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Donna R. Ziegler
County Counsel

DocuSigned by:

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Kimberly Gasaway
Director, General Services Agency

Attachment

KG\CC\ma\I:\Board Letters\Purchasing\FY 2023-24\902327 Service of Process

cc: County Administrator

CONTRACT SUMMARY
SERVICE OF PROCESS
MC No. 902327
February 1, 2024 – January 31, 2027

Vendor	Location	Dollar Value of Contract Award
Interceptor Legal Support Services, Inc. Principal: Hugh Rutherford SLEB Federal Waiver No: F2373-A Expiration: 01/31/2027	55 Santa Clara Ave., Ste. 146 Oakland, CA	Pool Amount of \$815,000
Team Legal, Inc. Principal: Vincent Batza SLEB Federal Waiver No: F2373-A Expiration: 01/31/2027	25876 The Old Road, Suite 314 Valencia, CA	