

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

March 1, 2022

FROM

MARIE GIRULAT, Director, Department of Child Support Services

SUBJECT

Amendment to Contract with American Eagle Attorney Service, Inc. for Service of Process Services

RECOMMENDATION(S)

Approve **Amendment No. 2**, effective July 1, 2022, to **Contract No. 18-271** with American Eagle Attorney Service, Inc. to provide Service of Process services, increasing the contract amount by \$100,000, from \$2,400,000 to \$2,500,000, and extending the contract period one year, for the total contract period of July 1, 2018 through June 30, 2023.
(Presenter: Marie Girulat, Director, 478-6949)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The increase of \$100,000 to the contract is funded through 66% (\$66,000) United States Department of Health and Human Services Federal Financial Participation and 34% (\$34,000) State revenue. Adequate appropriation and revenue have been included in the Department of Child Support Services' (DCSS) 2021-22 budget and will be included in the 2022-23 recommended budget.

BACKGROUND INFORMATION

DCSS is required by federal regulation to attempt to establish and enforce child support orders by legal processes and show the Service of Process has been made on the defendant in accordance with State law. Service of Process is the procedure by which a party gives an appropriate notice of legal action to another party to enable that party to respond to the proceeding before the court, etc. In this instance, Service of Process is the personal delivery of State of California, Superior Court notice(s) to all prospective parents of dependent children that a lawsuit has been initiated against them or there is other pending legal action. The contract with American Eagle Attorney Service, Inc. (American Eagle) provides Service of Process for these child support cases. DCSS determines paternity, establishes and enforces child support orders, and secures payments to assist families in meeting the financial and medical needs of their children. DCSS has a caseload that includes over 89,700 cases in which legal documents of proposed court action are necessary for the establishment and enforcement of a child support order. DCSS has provided these services through contracted vendors since 1999.

The recommended Amendment No. 2 to Contract No. 18-271 with American Eagle will ensure the Service of Process services required by federal regulation continue through June 30, 2023.

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American Eagle's performance will be monitored by review of monthly reports to ensure compliance with the administrative, program, and fiscal terms and conditions of the contract. American Eagle will cooperate with the County in the monitoring and evaluation and comply with any and all reporting requirements established by this Contract. American Eagle's charges must be for eligible services under this funded program. DCSS will review the invoice and other documents remitted by American Eagle prior to payment. The County reserves the right to request additional program and/or fiscal reports to facilitate this monthly review. The County may terminate the Contract without cause with 30 days written notice.

PROCUREMENT

On May 22, 2018 (Item No. 49), as the result of a formal procurement, the Board of Supervisors (Board) approved Contract No. 18-271 with American Eagle, in the amount of \$2,400,000, for the period of July 1, 2018, through June 30, 2021.

On March 23, 2021 (Item No. 26), the Board approved Amendment No. 1, effective July 1, 2021, to Contract No. 18-271, updating contract language, and extending the contract period one-year with no change to the contract amount of \$2,400,000, for the contract period of July 1, 2018 through June 30, 2022.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on December 28, 2021; County Counsel (Ramona Verduzco, Deputy County Counsel, 387-5455) on February 3, 2022; Finance (Christopher Lange, Administrative Analyst, 386-8393) on February 10, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on February 14, 2022.

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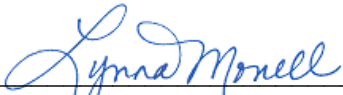
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Dawn Rowe

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: March 1, 2022



cc: DCSS - Hamman w/agree
Contractor - C/O DCSS w/agree
File - w/agree
CCM 03/4/2022