

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

April 6, 2021

FROM

MARLENE HAGEN, Director, Children and Family Services

SUBJECT

Amendment to Contracts for Service of Process Services for Juvenile Court Notices

RECOMMENDATION(S)

Approve **Amendment No. 1**, effective July 1, 2021, to contracts with the following agencies to provide Service of Process services for Juvenile Court notices, updating contract language, revising fee schedule, and extending the contract period one year with no change to the contract amounts, for the contract period of July 1, 2018 through June 30, 2022:

1. American Eagle Attorney Services, Inc., **Contract No. 18-273**, in the contract amount of \$750,000.
2. Team Legal, Inc., **Contract No. 18-274**, in the contract amount of \$300,000.
(Presenter: Marlene Hagen, Director, 387-2792)

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 require additional Discretionary General Funding (Net County Cost). The total cost of these contracts will not exceed \$1,050,000 for the four-year contract period, and is 86% (\$903,000) federal/state funds, 7% (\$73,500) 2011 Realignment funds, and 7% (\$73,500) Discretionary General Funding (Net County Cost). Adequate appropriation and revenue have been included in the Human Services Administrative Claim 2020-21 budget and will be included in the 2021-22 recommended budget.

BACKGROUND INFORMATION

Children and Family Services (CFS) is required to serve notice on proposed actions by the Juvenile Dependency Court. In certain cases, CFS is obligated to serve custodial and noncustodial parents of dependents with notice of proposed actions by the Juvenile Dependency Court. In these cases, CFS uses a contract agency to serve the required notices. CFS currently has approximately 5,500 children in out-of-home placement. CFS has provided these services through contracted vendors since 1999.

The recommended Amendment No. 1 to Contract No. 18-273 with American Eagle Attorney Services, Inc. and Contract No. 18-274 with Team Legal, Inc. will ensure the required notices continue to be served for an additional year. The amendments will also update some standard contract provisions, such as adding equity language, civil rights assurance of compliance, consumer privacy act language, and electronic signature language. The recommended Amendment No. 1 to Contract No. 18-274 with Team Legal, Inc. also revises their fee schedule.

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No revision is being made to the fee schedule for Contract No. 18-273 with American Eagle Attorney Services, Inc. Contractor performance will continue to be measured by reviewing monthly reports, and County staff will monitor compliance with the administrative, fiscal, and program elements of the contracts.

PROCUREMENT

On May 22, 2018 (Item No. 50), as the result of a formal procurement, the Board of Supervisors approved Contract No. 18-273 with American Eagle Attorney Services, Inc., in the amount of \$750,000, and Contract No. 18-274 with Team Legal, Inc., in the amount of \$300,000, both for the contract period of July 1, 2018 through June 30, 2021. The recommended amendment to these contracts will update contract language, and extend the contract term for an additional year, with no change to the contract amounts, for continuation of these services.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on February 26, 2021; County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on March 1, 2021; Purchasing (Stacey Chou, Buyer III, 387-3377) on March 2, 2021; Finance (John Hallen, Administrative Analyst, 388-0208) on March 15, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on March 17, 2021.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Col. Paul Cook (Ret.)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: April 6, 2021



cc: CFS- Hamman w/agree
Contractor- C/O CFS w/agree
File- w/agree
LA 04/9/2021