



**Child Support Services  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

ALLEN ISHIDA  
District One  
PETE VANDER POEL  
District Two  
PHILLIP A. COX  
District Three  
J. STEVEN WORTHLEY  
District Four  
MIKE ENNIS  
District Five

**AGENDA DATE:** June 7, 2011

Public Hearing Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Resolution, Ordinance or Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
CONTACT PERSON: Debra Olvera    PHONE: 713-5781			

**SUBJECT:** Approve a one (1) year extension for Agreement #24825 for process services (Revised)

**REQUEST(S):**

That the Board of Supervisors:

1. Approve a one (1) year extension of Agreement #24825 between the Tulare County Department of Child Support Services and David Kilgore d.b.a. ACTION SERV for the maximum amount of \$200,000 effective July 1, 2011 through June 30, 2012.
2. Authorize the Chairman of the Tulare County Board of Supervisors to sign the three copies of the agreement.

**SUMMARY:**

In the course of doing business, the Tulare County Department of Child Support Services has a legal obligation to have our customers personally served. The Department of Child Support Services, with the assistance of the Tulare County Purchasing Department, conducted a RFP (Request for Proposal) as part of the standard bid process for such agreements. ACTION SERV was the winning vendor. ACTION SERV will be providing Tulare County Department of Child Support Services with civil and legal process service for various legal documents. The Agreement (#24825) allows for three (3) one-year extensions when mutually agreed upon by both parties. The current agreement expires on June 30, 2011 and it is critical to prevent a lapse of coverage for this service.

**SUBJECT:** Approve a one (1) year extension for Agreement #24825 for process services (Revised)

**DATE:** June 7, 2010

**FISCAL IMPACT/FINANCING:**

This request will not cause a financial impact to the County of Tulare general fund.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's five-year strategic plan includes a Quality of Life component. The Department of Child Support Services is required to establish parentage and to establish and enforce child support obligations. Personal service of court documents is a legal requirement. Successful service of process allows the Department of Child Support Services to meet its obligation to the citizens of Tulare County to obtain support for children.

**ALTERNATIVES:**

The Board could require a different option that might cause a lapse of service.

**INVOLVEMENT OF OTHER DEPARTMENTS OR AGENCIES:**

County Counsel has provided the appropriate review and sign-off.

**ADMINISTRATIVE SIGN-OFF:**

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Debra Olvera  
Department Head

Cc: Auditor/Controller  
County Counsel  
County Administrative Office (2)  
Human Resources and Development

Attachment: 3 Contracts

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVING A ) RESOLUTION NO. \_\_\_\_\_  
ONE (1) YEAR EXTENSION FOR )  
AGREEMENT #24825 FOR PROCESS ) AGREEMENT NO. \_\_\_\_\_  
SERVICES )

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JEAN M. ROUSSEAU  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

3. Approved a one (1) year extension of Agreement #24825 between the Tulare County Department of Child Support Services and David Kilgore d.b.a. ACTION SERV for the maximum amount of \$200,000 effective July 1, 2011 through June 30, 2012.
1. Authorized the Chairman of the Tulare County Board of Supervisors to sign the three copies of the agreement.