

**DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

SERVICES CONTRACT

ITEM: 4-S **Agency Contact:** Anthony Fugett
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DEPARTMENT/PROGRAM: Budget and Management (DBM)
Central Collection Unit (CCU)

CONTRACT ID: F10B3400002;
Process Server
ADPICS # F10B3400002

CONTRACT DESCRIPTION: Provide performance of perfect service of process
Statewide for pre- and post- judgment litigation on behalf of the Maryland Department of Budget
and Management (DBM) Central Collection Unit (CCU).

AWARD: Legal Papers, Inc.
Towson, MD

TERM: 2/7/2013 – 1/31/2018

AMOUNT: \$332,300 (5 Years)

PROCUREMENT METHOD: Competitive Sealed Bidding

BIDS OR PROPOSALS: See Attachment

MBE PARTICIPATION: None (See Requesting Agency Remarks below)

VSBE PARTICIPATION: None (See Requesting Agency Remarks below)

PERFORMANCE SECURITY: N/A

INCUMBENT: Same

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ITEM: 4-S (Cont.)

REQUESTING AGENCY REMARKS: The Invitation for Bids (IFB) was advertised on *eMaryland Marketplace* and posted on the DBM Bid Board. A *Notice of Availability* and copy of the solicitation was sent directly to 25 prospective vendors, 19 of which were Maryland firms and 2 of which were MBEs. The Governor's Office of Minority Affairs and firms from the MDOT MBE directory were notified of this contract opportunity.

A total of five bids were received in response to the IFB; three of which were deemed responsive. One bid was deemed non-responsive and one bidder was deemed not responsible. Legal Papers, Inc. submitted the lowest five-year contract evaluated bid price and was determined to be a responsible bidder; accordingly, Legal Papers is recommended for award.

The purpose of this contract is to provide a private process server to perfect service of process Statewide through Routine Service and the Use of Affidavits in accordance with Maryland Rules. DBM CCU is responsible for collecting certain delinquent accounts receivable on behalf of most State agencies. Accounts that remain unpaid and require legal action are referred to the staff of the Office of the Attorney General (OAG) dedicated to the CCU for the filing of suits in the various Circuit and District courts throughout Maryland. Initial service of process is attempted by certified mail by the Clerk's office. If the Clerk's office is unsuccessful in obtaining service and the party or other individual's address appears accurate, the OAG may attempt service by certified mail. Occasionally, the Sheriff's Office is used to serve process. If the home or work address appears accurate, the OAG and CCU will reissue the pleadings to have them served by private process.

Accounts referred for service of process needed for individuals and corporations and may include, but are not limited to, certain student loans, school accounts with tuition, fees and fines, and other amounts owed to the State Highway Administration, Department of Health and Mental Hygiene, Motor Vehicle Administration, Department of Labor, Licensing and Regulation, Injured Workers' Insurance Fund, Department of Natural Resources, Department of Human Resources, and other State agencies.

Under this five-year contract, for each contract year Legal Papers, Inc. will be paid a fixed unit price for each Perfected Service, Perfected Service including Contractor Updated Address, Affidavit of Evasion Preparation and a fixed hourly rate for each Testimony, if requested.

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ITEM: 4-S (Cont.) **ATTACHMENT**

BIDS OR PROPOSALS (Cont.):

BIDDERS	BIDS
Legal Papers, Inc. Towson, MD	\$332,300
Monumental Process Servers, Inc. Baltimore, MD	\$423,750
Leadership In Action, Inc. / LIA Security and Investigations Alexandria, VA	\$468,000