

ALLEGHENY COUNTY
DEPARTMENT OF HUMAN SERVICES
PROPOSAL COVER PAGE

SOLICITATION:

Contact Information	
ORGANIZATION OR INDIVIDUAL: <u>Organization</u>	
AUTHORIZED REPRESENTATIVE: <u>Tonya M. Weimer</u>	
Name: McCoy Enterprises	Title: Owner
ADDRESS: 73 Woodlawn Ave., Pittsburgh, PA 15205	
TELEPHONE #: 412-915-5058	FAX #: 412-921-9290
E-MAIL ADDRESS: mccovent@hotmail.com	
WEBSITE: N/A	

Proposal Information
DATE SUBMITTED: 10-5-2015
AMOUNT REQUESTED: \$15,000-\$30,000
*PROPOSAL ABSTRACT: The purpose of this proposal is to provide process serving services on behalf of the Allegheny County Department of Human Services, Office of Children Youth and Families. McCoy Enterprises and Tonya Weimer, (owner) has many years of experience with serving process, and has contracted in this capacity for Allegheny County DHS in the past. Serving process in a professional honest way with DHS needs in mind is McCoy Enterprise's top priority.

*Please limit your response to 750 characters

Please check each of the following before submitting your Proposal:

- My firm is registered with the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprises
- By submitting this proposal, I agree that, if offered a contract award, I will comply with the standard County terms and conditions for County contracts.
- By submitting this proposal, I agree to comply with DHS Cyber Security, EEOC/Non-Discrimination and HIPAA requirements.

By submitting this proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Executive Summary

The purpose of this proposal is to answer the Request for Proposals (RFP) to provide process serving services on behalf of the Allegheny County Department of Human Services, Office of Children Youth and Families (CYF).

This proposal will show that McCoy Enterprises, located at 73 Woodlawn Ave., Pittsburgh, PA 15205, has the ability to meet the identified needs and quality standards within specified program and funding guidelines. This proposal will also show that McCoy Enterprises is willing and able to meet all of Allegheny County's contract requirements.

McCoy Enterprises is able to provide service of required court papers to individuals within and outside Allegheny County on a fee-for-service basis, with an estimated budget set forth in the RFP guidelines.

McCoy Enterprises has been under contract with DHS in the past, in the capacity of a process server and investigator. This company has proven itself to be dependable, communicative and flexible to the needs of DHS and CYF while staying within budget guidelines. The references provided will reflect these attributes that would best suit this RFP.

Proposal Narrative

Organizational Experience:

McCoy Enterprises is a for-profit organization that provides various attorney services, including process serving, court witness, record retrieval and investigation needs, whom has been in business for 15 years. McCoy Enterprises provides services in Allegheny County and its contiguous counties as well as covering the rest of Pennsylvania, Eastern Ohio, the panhandle and Northern West Virginia and South Western New York. These areas are provided from primarily in-house service to subcontracting with trusted, known individuals. McCoy Enterprises does not have any current contracts, but works on an individual case by case basis with a variety of companies and attorneys.

Tonya M. Weimer is the owner and sole proprietor of McCoy Enterprises. Ms. Weimer has a Private Detective license, and is bonded and insured. Ms. Weimer has a Bachelor of Arts degree in Criminal Justice and has worked in various areas of investigations and process serving for 22 years. With a solid investigation background, Ms. Weimer uses that knowledge to help locate individuals needing served. If an individual is not located at the given address, Ms. Weimer inquires with the current resident or neighbors as to where, when and how the individual can be located. Many times the individual can be located with simple inquiries to save time and resources for the client. This method has been especially vital when a person is homeless. Ms. Weimer has been able to locate homeless individuals several times to execute a serve. When individuals are simply not home, Ms. Weimer leaves a note for the individual to call Ms. Weimer. This has shown to be a valid method, to cut costs to clients, so as not to have the need to charge a second fee for attempting to serve the paper more than three times.

While contracting with DHS in the past, McCoy Enterprises has worked well with the target population by serving process in a professional manner while showing respect to the individuals being served. McCoy Enterprises has a policy of being kind, but firm, if needed.

Ms. Weimer has built relationships with contacts at many prisons in Pennsylvania and at the Allegheny County Jail. This helps execute serves by being familiar with the proper contacts who will allow the serve inside a secure location. Even though Pennsylvania prisons are state run, each individual prison has their own rules for process serving. Having a Private Detective badge has also helped prison administration to place their trust in Ms. Weimer's professionalism.

Approach:

McCoy Enterprises does not have any staff or employees. Being in the process serving business for 22 years, Ms. Weimer has a solid base of relationships with dependable people throughout the state of Pennsylvania that can be subcontracted. When needed, McCoy Enterprises has utilized the Allegheny County Sheriff's department to deputize another county

sheriff's department to serve documents to prisons who require only Sherriff serves. McCoy Enterprises pays these individuals so that the charges to DHS is not affected.

Although, in most cases, the CYF Adoption Legal Unit and the Adoption Legal Services Project (ALU/ALSP) has been willing to mail most documents, McCoy Enterprises is a company that wants to expedite the process for the good of the client and has made a habit of picking up almost all documents in person. McCoy Enterprises is located in an area that is close to downtown Pittsburgh and therefore not a burden to stop at ALU and ALSP regularly to both pick up documents to be served and hand in completed affidavits, at no additional charge. Whatever time-frame would be required by ALU/ALSP, McCoy Enterprises would exceed those expectations.

When McCoy Enterprises receives a document, it is the policy to make the first attempt within 24 hours. It is McCoy Enterprises goal to complete all tasks in a manner that exceeds expectations. The second and third attempts are based on the results of the first attempt. If the person is not home during the day, the process server would then attempt service with the second time in the evening and then maybe a third time on a Saturday morning. McCoy Enterprises will attempt service during the day or evening, weekday or weekend and accepts calls 24 hours a day.

Notification to ALU/ALSP with the results of the service attempts and new addresses discovered for an individual, will be almost immediate. The process server will use mobile technology to email, call or text the information to these offices.

McCoy Enterprises will track the due dates for the affidavits and expediate them to ensure they are handed in no later than eight days before the given hearing. In addition, McCoy Enterprises will be in close communication with the designated contact person at each office to be sure that expectations are being met. During the course of past contracts with DHS, McCoy Enterprises has served all documents in a timely manner, with few exceptions.

Billing DHS will be consistent and sent to the ALU/ALSP offices via email on a detailed excel spreadsheet with a summary page attached. The detail page will include all addresses attempted for each parent, the file number, case name, amount billed in various categories, including mileage, if applicable, and will have McCoy Enterprises contact information. If there are any corrections needed by the various departments that review the invoice, it will be corrected and resubmitted within 24 hours.

Budget and Budget Narrative

Allegheny County Serve - 3 attempts at various times/day(s) \$85

Second Person/Document at Same Allegheny County Address - \$32

Contiguous County Serve - 3 attempts at various times/day(s) \$90 plus allowed mileage rate. Mileage rate will be adjusted to match the maximum allowable rate the Internal Revenue Service will allow as appropriate. The mileage rate should never exceed the Internal Revenue Service's maximum allowable rate.

Second Person/Document at Same Contiguous County Address - \$32

People Locator (if not at the given address) - \$30

Court testimony - \$17.50/hr. plus parking fees. Mileage (See above, if out of Allegheny County.)

Rush Serve (48 hour turnaround) - above fees plus \$35

Outside of Allegheny County/Contiguous Counties - discussed per case.

The above budget is based on several factors. The total estimated budget set forth is up to \$30,000 per year for three years. There is an award of up to two agreements to successful proposers on a fee-for-fee basis. DHS anticipates a total of 200-250 documents that will require service per year. Therefore, for example, if McCoy Enterprises serves approximately 125 papers per year at \$85 a paper, that is \$10,625 which leaves \$4,375 for the additional fees and mileage.

McCoy Enterprises has contracted with DHS in the past, but has never gone over the estimated budgets set forth by DHS. McCoy Enterprises will adhere to the final budget in every way possible.

References

Chuck McCracken
Business Client
Becker and Company



Teri Afflerback
Business Client
E.M.A. Attorney Services



Nick Currie
Business Client
United Processing Inc.

