

**RFP NUMBER: # 1300**

**RFP TITLE: COLLECTION OF DELINQUENT FINES AND COURT COSTS (J.P's)  
DATE DUE: MARCH 12, 2019**

**QUESTIONS & ANSWERS**

1 Please reconfirm the due date for this procurement by providing it in response to answers to questions.

**MARCH 12**

2 What is the date by which you will answer these questions?

**MARCH 1**

3 Why has this bid been released at this time?

**Current agreement ends MAY 31, 2019**

4 When is the anticipated award date?

**Anticipated contract award date – BY JUNE 1, 2019**

5 Are bidders permitted to deviate in any way from any manner of quoting fees you may be expecting? For example, if there is a pricing page in the RFP, can bidders submit an alternate fee structure? If there is no pricing page in the RFP, do you have any preference for how bidders should quote fees or can bidders create their own pricing categories?

**No deviation and question is not fully applicable for this procurement**

6 Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable.

**All minimal requirements have been met, therefore meeting court's satisfaction**

7 If this is a term contract subject to renewal, what is the term and the maximum number of option periods?

**RFP says term is 3 years with an option for 2 more years**

8 Has the current contract gone full term?

**see answer Q 3**

9 Have all options to extend the current contract been exercised?

**Yes**

10 Who is the incumbent, and how long has the incumbent been providing the requested services?

**Linebarger, Goggan, Blair & Sampson – May 9, 2013**

11 To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award?

***Location will have no bearing***

12 How are fees currently being billed by any incumbent(s), by category, and at what rates?

***Fees are billed on a monthly basis at a 30% rate of collected fees. There is no category breakdown on invoice. Transactions are listed in receipted order***

13 What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?

***\$25,743.84 December 2018 (last month invoiced)***

14 To how many vendors are you seeking to award a contract?

***One vendor***

15 Can you please provide a greater description of the specific kind of receivables to be placed for collection?

***All unpaid traffic, and non-traffic fees and fines of any individual over 18 yrs of age in each court***

16 To what extent are these accounts owed by private consumers versus commercial businesses?

***100% of these accounts will be consumer accounts***

17 Will accounts be primary placements, not having been serviced by any other outside collection agency, and/or will you also be referring secondary placements? If so, should bidders provide proposed fees for secondary placements also?

***Accounts will be primary placements***

18 What collection attempts are performed or will be performed internally prior to placement?

***Vehicle Registration denial, Driver's license renewal denial and courtesy notices by court***

19 Will the selected vendor be allowed to litigate balances exceeding a certain dollar amount on your behalf, with your explicit approval?

***No litigation on fees by vendor***

20 What is the total dollar value of accounts available for placement now by category, including any backlog?

***\$40,794,594.42***

21 What is the total number of accounts available for placement now by category, including any backlog?

**135,053 criminal cases**

22 What is the average balance of accounts by category?

**Average is about \$300 per instance**

23 What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?

**Average age is 593 days**

24 What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?

**4,166 criminal cases on average on a monthly basis**

25 What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?

**\$118,872 criminal cases on average on a monthly basis**

26 What has been the historical rate of return or liquidation rate provided by any incumbent(s), and/or what is anticipated or expected as a result of this procurement?

**28% on average**

27 What billing servicer do you utilize?

**Cameron County; no third party**

28 Have all cases been fully adjudicated by the time of placement?

**No**

29 If applicable, will accounts held by any incumbent(s) or any backlog be moved to any new vendor(s) as a one-time placement at contract start up?

**Yes all accounts will be moved as one time placement**

30 What is your case management/accounting software system of record?

**Odyssey (Tyler Technologies)**

31 Who is your electronic payment/credit card processing vendor?

**EZ Net Pay**

32 What process should a vendor follow, or which individual(s) should a vendor contact, to discuss budget-neutral services outside of the scope of this procurement, but related to it, designed to recover more debt prior to outside placement and lower collection costs?

***Not applicable to RFP***

33 How do your current processes and/or vendor relationship(s) systematically determine if the death of a responsible party has occurred?

***Death certificate must be filed with court to remove placement of account***

34 How do your current processes and/or vendor relationship(s) handle the a death of responsible party?

***Death certificate or death notice is to be filed with court. Court will follow proper procedure protocol to remove account from collection database***

35 Do you have a designated process or policies around deceased accounts today, and what is envisioned in the future?

***Current policy is for a party to notify court with proper paperwork of either a death notice or death record. The court then works with the Distrct attorney to remove case from case management system and then will send an update file to collection agency to remove account.***

36 Do you currently search and file probated estate claims? Have you considered an automated tool to identify and file probated estate claims?

***We currently do not search and file probated claims. We have not considered an automated tool***

37. RFP Page 11 B. Contractor's Qualifications

9. What is your Company's Collection rate % - by client (list Clients by name) :  
a) current b) previous for the past five (5) years.

*Question: How many clients does the County wish to see for this request?*

***clients around our area and no more than 5***