

**AGENDA ITEM REPORT**

DATE: September 6, 2022
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Collection Agency Services Annual - Countywide

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP220222DWJ, Collection Agency Services Annual, to Merchants Association Collection Division Inc. dba Sherloq Financial to provide countywide collection agency services, on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budgets. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, for up to three additional one-year periods, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.

II. ITEM SUMMARY

Awards a competitively bid contract for collection agency services to Merchants Association Collection Division Inc. dba Sherloq Financial for an initial period of three years with an option to renew the contract up to three additional years. Departments utilizing this service include Utilities, EMS, Transit, Fiscal Pool, and Solid Waste.

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other History

On the proposal deadline of April 28, 2022, Procurement received nine proposals. An evaluation meeting was held on June 27, 2022, during which the Evaluation Committee considered criterion as listed in the solicitation request including such items: qualifications of company; relevant experience with references; description of methodology and plan of approach; commitment of collections and success rate; and the detailed fee schedule. On the basis of the information submitted by the firms in their proposals, Merchants Association Collection Division Inc. dba Sherloq Financial was determined to be the lowest responsive and responsible bidder.

B) Policy IssuesC) BoCC GoalsD) Analysis

Current collection services have been valuable to Lee County and effective. Merchants Association Collection Division Inc. will retain 7 percent on all dollars collected. This is a substantial savings to Lee County as the prior vendor charged a compensation fee of 20 percent. The following chart shows the estimated dollar value and number of accounts to be turned over to Merchants Association Collection Division Inc. for collection services.

Department	Estimated number of Accounts	Total Estimated Annual Dollar Value
Lee County Emergency Medical Services	20,000	\$9,000,000.00
Fiscal Pool	30	\$50,000.00
Transit System	11	\$6,500.00
Solid Waste	10	\$5,000.00
Utilities	1207	\$285,000.00

E) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	

F)	Fund: Program: Project: Account Strings:
G)	Fund Type?
H)	Comments: Expenditures will be on an as needed basis, as approved in the departments' annual adopted budgets.

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION**VII. FOLLOW UP****ATTACHMENTS:**

Description

Upload Date

Type

[Merchants Association Collection Division Inc. dba Sherlog Financial Contract](#)

8/16/2022

Contract

REVIEWERS:

Department

Reviewer

Action

Date

County Manager

Admin, Default

Approved

8/29/2022 - 4:38 PM