

**AGENDA ITEM REPORT**

**MEETING DATE:** June 5, 2018  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contract for Collection Agency Services - Countywide

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**I. MOTION REQUESTED**

- A) Award Request for Proposal No. RFP180128MRH, Collection Agency Services for Lee County to Professional Adjustment Corporation of Southwest Florida, Inc. for a period of one-year, to provide collection agency services countywide, as approved in the departments' annual adopted budgets.
- B) Authorize the Chair to execute the contract documents.
- C) Grant the Director of Procurement Management the authority to negotiate renewals of the contract, including changes in price, for up to three additional one-year periods, and/or to extend the contracts and to execute all associated documents, with County Administration approval, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

**II. ITEM SUMMARY**

Awards contract for countywide collection agency services to Professional Adjustment Corporation of Southwest Florida, Inc. for a period of one-year with the option to renew for three additional one-year periods. Total accounts submitted to collection for the Fiscal Year 2016 – 2017 were approximately 16,258 with an estimated dollar amount of \$9,229,039.00.

**III. BACKGROUND AND IMPLICATIONS OF ACTION****A) Board Action and Other History**

On the proposal deadline of February 26, 2018, Procurement received six proposals. An evaluation meeting was held on April 30, 2018 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, it was the consensus of the Committee to recommend to the Board the ranking as follows: 1) Professional Adjustment Corporation of Southwest Florida, Inc. 2) Harris & Harris, Ltd. 3) RTR Financial Services, Inc. 4) Universal Collections Systems, Inc. 5) Creditech Collection Solutions 6) HS Financial Group, LLC.

Professional Adjustment Corporation of Southwest Florida, Inc. is the incumbent vendor currently providing Lee County collection agency services under Contract No. 5794, which expired on March 27, 2018. The services provided by Professional Adjustment Corporation of Southwest Florida, Inc. have been valuable to Lee County and effective. The contractor retains 20% of the collected monies as their compensation fee. The compensation fee for Fiscal Year 2016 - 2017 was 17%. Last year, departments submitted the following amounts to the collection agency:

Department	Estimated number of Accounts	Total Estimated Annual Dollar Value
Lee County Emergency Medical Services	15,000	\$9,000,000.00
Fiscal Pool	30	\$50,000.00
Transit System	11	\$6,500.00
Solid Waste	10	\$3,000.00
Utilities	1207	\$169,539.00

B) Policy Issues (**DEPARTMENT**: Discuss policy considerations.)

C) BoCC Goals (**DEPARTMENT**: State goals/objectives & Strategic Priorities that may be supported or impacted.)

D) Analysis (**DEPARTMENT**: Break item into components to explain subject matter, identify needs/potential solutions)

E) Options (**LEAVE BLANK.**)

#### IV.

##### FINANCIAL INFORMATION

**DEPARTMENT**: If no funding is required, type **No funding required.** in A). Use the Comments section to include other pertinent information.

A)	Current year dollar amount of item: See comments below.
B)	Is this item approved in the current budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C)	Is this a revenue or expense item? <input type="checkbox"/> Revenue <input type="checkbox"/> Expense <input type="checkbox"/> N/A
D)	Discretionary or Mandatory (If mandatory, cite policy, ordinance, legislation, etc.) <input type="checkbox"/> Discretionary <input type="checkbox"/> Mandatory <input type="checkbox"/> N/A If Mandatory, Required by
E)	Will this item impact future budget? If yes, include reasons in III. D) Analysis above. <input type="checkbox"/> Yes <input type="checkbox"/> No
F)	Fund: Program: (Ex. Utilities, Solid Waste, etc.) Project:

	Account Strings:
G)	Choose one or more of the appropriate fund choices. If this is a grant or other income, select the fund(s) it will impact or include details in Other. Choose N/A for items such as directing to public hearing, temporary access agreements, scheduling meetings, etc. – items with no fund impact. <input type="checkbox"/> General Fund <input type="checkbox"/> Enterprise <input type="checkbox"/> Unincorporated <input type="checkbox"/> MSTU <input type="checkbox"/> N/A <input type="checkbox"/> Other
H)	Comments: Expenditures will be as needed and within the departments' annual approved, adopted budgets.

**V. RECOMMENDATION**

- ☒ Approve  
☐ Decline  
☐ Modify  
☐ Other

If other, please enter here:

**VI. TIMING/IMPLEMENTATION**

(DEPARTMENT: Explain relevant timeframes and deliverables.)

**VII. FOLLOW UP**

(DEPARTMENT: Consider triggers for future actions – actions staff should accomplish, future BoCC Action, sunset dates, etc.)

**Does this item need to be routed to other departments?**

- ☒ Procurement  
☐ Human Resources  
☐ Other: List departments: