



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		06/13/11			
Department:		Purchasing			
Department Head		Diane Palmer-Boeck			
Agenda Coordinator (include phone #): Bev Rogers 972-941-7376					
CAPTION					
CSP No. 2011-108-C for a 1-year revenue generating contract with 4 City optional renewals for Collection Services and Verification of Financial Responsibility Services for the Municipal Court department to Municipal Services Bureau in the estimated amount of \$113,445, and authorizing the City Manager to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2010-11 thru 2015-16	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	0	0	0
Encumbered/Expended Amount		0	0	0	0
This Item		0	0	0	0
BALANCE		0	0	0	0
FUND(S): GENERAL FUND					
<p>COMMENTS: This item approves price quotes for a one-year contract, with the option for four (4) additional one-year renewals. The City retains 80% of fines collected for all new cases and 86% for backlog cases. Municipal Services Bureau is paid the remaining amounts for their service fees. The amount to be paid to Municipal Services Bureau is projected to be approximately \$113,445 annually.</p> <p>STRATEGIC PLAN GOAL: Retaining Municipal Court collection services relates to the City's goal of Financially Strong City with Service Excellence.</p>					
SUMMARY OF ITEM					
The City of Plano requires Collection Services and Verification of Financial Responsibility Services to collect on outstanding cases and warrants; and verify proof of Financial Responsibility submitted to the Court on cases filed in the Plano Municipal Court. As a result, the City seeks an appropriate organization to provide these services. Municipal Court staff recommends Municipal Services Bureau in the estimated amount of \$113,445.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Memorandum CSP Recap					

DATE: May 24, 2011

TO: Bev Rogers, Buyer

FROM: Vicki Smith, Court Administrator

**SUBJECT: CSP Collection Services and Verification of Financial
Responsibility Services**

Five (5) vendors submitted proposals to the City for CSP 2011-108-C Collection Service and Verification of Failure to Maintain Financial Responsibility Cases. All five proposals were reviewed and evaluated by a committee comprised of the Chief Municipal Judge, Don Stevenson, City Prosecutor, Susan Keller, both Danny Housewright and Diane Richardson from Technology Services, and myself. Two of the five proposals were considered *non-responsive* because they failed to respond to their respective expertise regarding contractor qualification, computer network capabilities, collection procedures, or management reports as stated in the request for proposals.

After reviewing, evaluating and scoring all the submitted proposals to the CSP, the highest overall score and best value for the City was determined by the committee to be Municipal Services Bureau (MSB). The City would recommend award of a one-year contract with four City-optional annual renewals. The estimated annual expenditure will be \$113,445.

The impact, if Council does not approve the recommended collection agency, would deprive the City of potentially \$470,000 a year or \$2,350,000 dollars over the next five years. The Court's Compliance and Collections Unit and the Plano PD Warrant Unit work these warrants for 90 days prior to turning them over to the collection agency. The City does not have the equipment nor personnel resources like those of a professional collection agency, to locate and pursue collection of these outstanding cases. The five-year expenditure for this contract is estimated at \$567,225 to gain approximately \$2,350,000.

Therefore, based on the above information, the committee's recommendation to Purchasing and subsequently Council is to award the CSP to Municipal Services Bureau based on the scope of services and quality derived from evaluating and scoring. This is a revenue generating contract.

CITY OF PLANO

CSP NO. 2011-108-C CSP Collection Services and Verification of Financial Responsibility Services CSP RECAP

CSP Opening Date/Time: 04/18/2011 @ 9:00 a.m.

Number of Vendors Notified: 799

Vendors Submitting "No CSPs": 0

CSPs Evaluated Non-Responsive to Specifications: 2

Allied International Credit Corp., US
SC Services and Associates, Inc.

Number of CSPs Submitted Responsive to Request: 3

Municipal Service Bureau	\$113,445
American Municipal Services	\$116,497
RSG Financial, Inc.	\$148,236

Recommended Vendor:

Municipal Services Bureau	\$113,445
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Bev Rogers

04/20/11

Bev Rogers
Buyer

Date