

MEMORANDUM

Purchasing #21-026
June 30, 2021

To: Gregory P. Harrison, City Manager
Through: Carla R. Byrd, General Services Director
From: Jill Klaskin Press, Purchasing Supervisor
Subject: RFP P-03-21 Debt Collection Services

Contract Need/Background

Request for Proposal (RFP) P-03-21 was issued to establish a contract to provide Debt Collection Services to the City. Andrew Jean-Pierre, Finance Director, provided the project scope of services.

Notice List

The Notice List was created by using companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have registered in the eBid System, and companies from appropriate listings in other source books.

Number of firms submitting proposals - 10

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP was also posted on the City's eBid System for download by interested firms and sent to all registered bidders by email.

Selection/Evaluation Committee

The Selection/Evaluation Committee (Committee) met on May 18, 2021 (in a public meeting) to review and evaluate the ten (10) responses received to the solicitation. The Committee determined that three (3) firms would be asked to make presentations to the Committee. Each firm made a closed presentation to the Committee on June 29, 2021. Immediately after the presentations, the Committee ranked the three firms at a posted public virtual meeting. Copies of the minutes, voting matrix, and scoring sheets from each meeting, and the RFP document, are attached.

Market Research

The General Services Department notified four (4) local Pompano Beach firms of this solicitation.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize City staff to enter into a contract with the highest-ranked firm, Transworld Systems, Inc. The Committee also requests additional authorization to enter into a contract with the succeeding firm, if an impasse in negotiation occurs between the City and the top ranked firm.