

MANATEE COUNTY GOVERNMENT INTENT TO NEGOTIATE

SUBJECT	Library Collection Agency Services	DATE POSTED	MC ✓ SE 11/1/13 DS ✓ SE 11/1/13 CC ✓ SE 11/1/13
PURCHASING REPRESENTATIVE	Frank Lambertson, 3042	DATE CONTRACT SHALL BE AWARDED	November 8, 2013 or later
DEPARTMENT	Neighborhood Services	CONSEQUENCES IF DEFERRED	None
SOLICITATION	RFP #13-0315FL	AUTHORIZED BY DATE	Melissa M. Wendel, CPPO November 1, 2013

NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with Unique Management Services, Inc., Jeffersonville, IN to provide Library Collection Agency Services for the Manatee County Neighborhood Services Department, Library Division.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws

BACKGROUND/DISCUSSION

PROJECT BACKGROUND:

The intent of this Request for Proposal and resulting contract is to provide Manatee County Neighborhood Services Department, Library Division professional debt collection services on a commission basis. The Proposer will perform all services as expeditiously as is consistent with professional skill and care and the orderly progress of the work. All work of any kind, will conform to and be in compliance with applicable codes, laws, ordinances, regulations and restrictions.

SOLICITATIONS:

The RFP was advertised on the Manatee County website, DemandStar, in the Bradenton Herald and the Tempo News and was also provided to the Manatee County Chamber of Commerce for release to its members. Four (4) proposals were received.

Manatee County Firms that were directly solicited:

None

Manatee County Firms that submitted proposals:

None

Local firms that submitted proposals include:

None

ATTACHMENTS (List in order of attached)	<ul style="list-style-type: none"> Ed Hunzeker Email dated 10/29/2013 	FUNDING SOURCE (Acct Number & Name)	Funding not required. <input type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds
COST	No Cost Revenue Generating \$11,000 Annually (estimated)	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)	N/A

Other (non-local) firms that submitted proposals include:

Aargon Collection Agency, Las Vegas, NV
DSG Collect, Chicago, IL
PBCM Inc., Greenwood Village, CO
Unique Management Services, Inc., Jeffersonville, IN

EVALUATION COMMITTEE (VOTING) MEMBERS:

Renee Nordbye, Utilities Department
Dennis Houston, Neighborhood Services Department
Frank Lambertson, Financial Management Department (Chairman)

Non-Voting Staff Attending:

Luz McQuiston, Neighborhood Services Department

EVALUATION RESULTS:

The Evaluation Committee convened on August 13, 2013 for a review of evaluation committee requirements and the Sunshine Laws as applicable to public meetings. During discussions it was determined the Committee would shortlist initially and then determine the evaluated order of the shortlisted firms at this time and continuing the acquisition process and determining a recommendation to the County Administrator.

Unique Management Services, Inc - The firm presented its professional capabilities in a clear and concise manner via their proposal. Of particular importance was the firm's; successful performance of these services for the County in the past, its proposed commission rate of 21.5 percent collect upon assigned past due balance accounts which is less then what the County is currently paying or a flat fee payment of \$8.95 per account assigned. Additionally a soft collection process that does not intimidate library patrons is employed, and the firm experience in working with over 1,500 libraries at this time were items considered by the Committee.

DSG Collect - The firm submitted an informative proposal detailing their qualifications in a professional format. The firm proposed a commission rate of 22.0 percent collect upon assigned past due balance accounts or a flat fee payment of \$7.95 per account assigned (the County will typically use the commission rate). Other favorable points were the firm's; reporting ability and automated systems; and their vast medical collections background. While impressed with the firm's qualifications they were evaluated second by the Evaluation Committee.

REMAINING RESPONDENTS:

These remaining respondents, although well qualified, were not selected based on a comparison of capabilities of the selected firms.

PBCM Inc., Greenwood Village, CO
Aargon Collection Agency, Las Vegas, NV

ESTIMATED COST OF SERVICES: Zero cost, revenue generating estimated at \$11,000 annually.

FUNDING: N/A

The above justifications are a generalized summary of major observations intended only to provide the County Administrator a sufficiently detailed overview of the main observations of a majority of Committee Members. Each Committee Member may have considered one or more facts or factors more or less important than the other Committee Members when voting, and this summary of the Evaluation Committee's decision is not an attempt to exhaustively describe each of the relevant factors which motivated each of the Committee Members to select the rankings described.

The Evaluation Committee voted 3-0 to proceed with Unique Management Services, Inc., Jeffersonville, IN.

The resulting agreements will be managed by the Neighborhood Services Department, Library Division.

Re: Approval to Negotiate - RFP #13-0315FL - Library Collection Agency Services

Ed Hunzeker

to:

Melissa Wendel

10/29/2013 08:50 PM

Cc:

Frank Lambertson

Show Details

Please proceed!

Sent from my iPad

On Oct 29, 2013, at 11:04 AM, "Melissa Wendel" <melissa.wendel@mymanatee.org> wrote:

Mr. Hunzeker,

The Evaluation Committee formed to evaluate proposals submitted in response to RFP 13-0315FL, **Library Collection Agency Services**, is recommending contract negotiations commence with **Unique Management Services, Inc.** of Jeffersonville, Indiana.

Upon your approval of the recommendation of the Evaluation Committee, the Purchasing Division will proceed with the posting of the selection and schedule negotiations. If you choose, you may direct staff to present this recommendation to the Board of County Commissioners for consideration.

Thank you,
Melissa

Melissa M. Wendel, CPPO
Purchasing Official
Manatee County Purchasing Division
941-749-3054

----- Forwarded by Melissa Wendel/MCG on 10/29/2013 10:57 AM -----

From: Frank Lambertson/MCG
To: Melissa Wendel/MCG@MCG
Date: 10/29/2013 10:14 AM
Subject: Approval to Negotiate - RFP #13-0315FL - Library Collection Agency Services

APPROVAL TO NEGOTIATE

Email to: Melissa Wendel, CPPO, Purchasing Official
Subject: Recommendation for Negotiation, RFP #13-0315FL Library Collection Agency Services

Pursuant to Request for Proposal #13-0315FL for Professional Services for Library Collection Agency Services authorization from the County

Administrator is requested to commence negotiations with **Unique Management Services, Inc., Jeffersonville, IN.**

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Unique Management Services, Inc., Jeffersonville, IN

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ESTIMATED COST OF SERVICES: Zero cost, revenue generating estimated at \$11,000 per year.

FUNDING: Name and number of account. N/A

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The Evaluation Committee voted 3-0 to proceed with Unique Management Services, Inc., Jeffersonville, IN.

The resulting agreements will be managed by the Neighborhood Services

Department.

Frank G. Lambertson, Contracts Negotiator
Manatee County Government, Purchasing Division
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