



## Purchasing Summary

<b>EVENT #</b> 7539	<b>TITLE:</b> Delinquent Code Compliance Fee Collection Services	<b>COST:</b> Cost Neutral
<b>TYPE OF PROCUREMENT:</b> RFP	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>
<b>CONTRACT TERM (IF APPLICABLE)</b> Contract term expires December 31, 2020		
<b>DBE (IF APPLICABLE)</b> This event had an open DBE goal. The recommended proposer submitted 0% DBE participation.		
<b>MATRIX (IF APPLICABLE)</b>		

Proposer	Proposer's Qualifications and Experience (25 Points)	Technical Capabilities (20 Points)	References (20 Points)	Fees (25 Points)	DBE Participation (5 Points)	Local Vendor Participation (5 Points)	Total (100 points)
Professional Credit Service	21.25	20.5	20	20.65	0	0	82.4
Financial Asset Management Systems, Inc.	20.25	17	13.75	22.62	0	0	73.62
ICS System	15.75	15	10	25	0	0	65.75

### NOTES

Recommend approval to award an annual contract for delinquent code compliance fee collection services with Professional Credit Service. This contract will be cost neutral, with Professional Credit Service receiving 23% of all funds recovered. Code Compliance will use the delinquent code compliance fee collection services to assist in cost recovery for services rendered. The vendor will collect upon all overdue accounts two years or less in age, and will assist in creating a process whereby delinquent accounts are strategically collected moving forward. This will be the City's first partnership with an outside agency to assist in collecting delinquent code compliance assessment fee accounts.

The method used for this procurement was the request for proposals (RFP), which evaluates criteria in addition to cost. The proposals were evaluated on the basis of proposer's qualifications and experience, technical capabilities, references, fees, DBE participation, and local vendor participation.

Seven proposals were received in response to this RFP. Of those, three proposals were shortlisted and selected for interviews before a selection committee of City staff. The fee proposals for the three shortlisted firms were then opened and the proposals were fully scored.

The proposal was advertised, opened, and reviewed. Delivery: As needed. Terms: Net 30 days. The proposers were:

B.P. Professional Credit Service (Vancouver, WA) <sup>(D)</sup>	Cost Neutral
Financial Asset Management Systems, Inc. (Woodstock, GA) <sup>(D)</sup>	Cost Neutral
ICS System (St. Paul, MN) <sup>(D)</sup>	Cost Neutral

A pre-proposal conference was conducted and no vendors attended. (D) Indicates non-local, non-DBE business.

Recommend approval.

Local vendors sent notification via the supplier portal: Yes

Total sent: 521

Total received: 7

