

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: March 13, 2012

SUBJECT: Approve the Award of a Blanket Purchase Order to Access Capital Services Inc.
Based on a Competitively Bid Public Agency Contract for Debt Collection Services in
the Maximum Amount of \$150,000

ACTION REQUESTED

Approve the award of a Blanket Purchase Order to Access Capital Services Inc. for debt collection services in the maximum amount of \$150,000 for the period February 4, 2012 through February 3, 2013 based on a competitively bid public agency contract, and authorize the Purchasing Manager to sign the resulting documents.

BACKGROUND

Since September 2005, the Revenue Services Division of Administrative Services has contracted with Access Capital Services Inc. for the collection of unpaid delinquent court-ordered fines, forfeitures, penalties, and county fees. Access Capital has the ability to use collection tools and credit reporting that are not available at the County level. The vendor's fees for these collection services are based on a percentage of the amount collected on behalf of the County.

On February 5, 2009 the Judicial Council of California, Administrative Office of the Courts awarded competitively bid Master Agreement No. MA-200901 for Collection Services to Access Capital and extended the use of the contract to county agencies. On February 8, 2011 your Board approved the award of a BPO to Access Capital to enable the continued use of these services. The BPO expired on February 3, 2012 concurrently with the expiration of the Master Agreement. The Administrative Office of the Courts has extended the Master Agreement with Access Capital for the term February 4, 2012 through February 3, 2013. Revenue Services has submitted a request to continue utilizing the Master Agreement through the extended period. Section 1.3(e)(3) of the Purchasing Policy Manual permits the use of other public agency contracts without additional competitive bidding.

FISCAL IMPACT

Upon your Board's approval the new BPO will be issued in the maximum amount of \$150,000 for the period February 4, 2012 through February 3, 2013. The department's Fiscal Impact Statement is attached.

cc: Virginia Meyers, Revenue Services Manager
Sandy Hammock, Senior Administrative Services Officer

Attachment

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Jerry Gamez, Director of Administrative Services

DATE: March 13, 2012

SUBJECT: **Fiscal Impact Statement**

Recommendation to Approve BPO16861 with Access Capital Services, Inc. for Debt Collection Services in the amount of \$150,000

The Administrative Services Department/Revenue Services Division projects revenues collected through Access Capital Services, Inc. during the period of February 3, 2012 through February 3, 2013 to remain constant with current collections. Based on revenue projections and the commission rate of 21% associated with these collections, we are requesting the BPO to be issued at \$150,000.

The maximum fiscal impact to the County's General Fund is estimated to be \$31,500 as approximately 79% of the fees charged by Access Capital Services, Inc. are reimbursed through the Cost of Collections Program, Penal Code Section 1463.007.