

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: February 8, 2011

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 2, 2011 through February 3, 2012 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 June 9, 2009 your Board approved the award of a BPO to Access Capital for these services in the maximum amount of \$100,000 for the period June 9, 2009 through February 2, 2011. The vendor's collection activity was extremely successful during this time, which resulted in an increase in our service fees to the vendor. On August 24, 2010 your Board approved a request to increase to the BPO to a maximum amount of \$170,900.

The Administrative Office of the Courts has extended the Master Agreement with Access Capital through February 3, 2012. Revenue Services has submitted a request to continue utilizing these services 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 2, 2011 through February 3, 2012. The department's Fiscal Impact Statement is attached.

cc: Sandy Conte, Revenue Services Manager
Sandy Hammock, Senior Administrative Services Officer

Attachment

249

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Clark L. Moots, Director of Administrative Services

DATE: February 8, 2011

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 that \$562,521 in revenues will be collected through Access Capital Services, Inc. during the period of February 1, 2011 through February 3, 2012. Based on this projection, the rate of commission (21%) associated with these collections is \$118,130. An additional \$31,870 is requested to cover any unexpected costs due to an increase in revenues as demonstrated in the prior fiscal year.

The maximum fiscal impact to the County's General Fund is estimated to be \$24,807 as approximately 79% of the fees charged by Access Capital Services, Inc. are reimbursed through Penal Code Section 1463.007.