

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: March 13, 2012
SUBJECT: Debt Collection Services – Access Capital Services Inc.

ACTION REQUESTED

1. Approve the annual renewal of a Blanket Purchase Order with Access Capital Services Inc. for debt collection services using a competitively bid public agency contract in the maximum amount of \$165,000 for the period of April 1, 2013 to February 3, 2014, funded by the current FY2012-2013 budget and the FY2013-2014 budget with a net County cost of \$165,000, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

The Revenue Services Division of Administrative Services has contracted with Access Capital Services Inc. since September 2005 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 expires on March 31, 2013. The Administrative Office of the Courts has extended the Master Agreement with Access Capital through February 3, 2014. 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 \$165,000 for the period April 1, 2013 through February 3, 2014. The department's Fiscal Impact Statement is attached.

cc: Virginia Meyers, Revenue Services Manager
Melissa Nunnink, Administrative & Fiscal Operations Manager

Attachment

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager

DATE: March 12, 2013

SUBJECT: Authorize the renewal of BP019592 with Access Capital Services Inc. for debt collection services.

The Administrative Services Department's Revenue Services Division has sufficient funding in the FY2012-2013 and FY2013-2014 Budget (11210) to support the requested renewal of the Blanket Purchase Order with a Net County cost of \$165,000. Funds are not encumbered until services are rendered against the Blanket Purchase Order.