

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BMS*
DATE: April 23, 2012
SUBJECT: Debt Collection Services – Access Capital Services Inc.

ACTION REQUESTED

1. Approve an increase to the Blanket Purchase Order with Access Capital Services Inc. for debt collection services in the amount of \$55,000 resulting in a total contract cost of \$220,000 for the BPO that expired March 31, 2013, funded by the current FY2012-2013 budget with a net County cost of \$220,000, and authorize the Purchasing Manager to sign the amended BPO.

BACKGROUND

The Revenue Services Division of Administrative Services Department 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 expired on March 31, 2013. Due to higher than anticipated collections the department has exceeded the Board approved contract amount. The higher amount of collections resulted in higher commissions due to Access Capital.

FISCAL IMPACT

Upon your Board's approval the BPO will be amended in the maximum amount of \$220,000 BPO that expired March 31, 2013. 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: April 23, 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 Budget (11210) to support the requested increase of the Blanket Purchase Order with a total Net County cost of \$220,000. Funds are not encumbered until services are rendered against the Blanket Purchase Order.