

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: March 25, 2014
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. of Visalia, CA for debt collection services using a competitively bid public agency contract in the maximum amount of \$310,000 for the period of April 1, 2014 to December 31, 2015, funded by the current FY 2013-14 budget and future budgets for FY 2014-15 and FY 2015-16 with a net County cost of \$310,000, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

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 March 12, 2013 your Board approved the use of a Master Agreement which competitively bid and awarded by the Judicial Council of California, Administrative Office of the Courts (The AOC). The AOC extends the use of the Master Agreement to public agencies to improve collection efforts and contains additional collection programs which would be otherwise unavailable to the County. Revenue Services' current Blanket Purchase Order (BPO) with Access Capital will expire on March 31, 2014.

The AOC has awarded a new Master Agreement No. MA-20131 to Access Capital for the period January 1, 2014 through December 31, 2015. Revenue Services has submitted a request to continue utilizing Access Capital's services under the new Master Agreement. 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 department's requested maximum amount of \$310,000 for the period April 1, 2014 through December 31, 2015. The Administrative Services Department's Revenue Services Division has sufficient funding in the current FY 2013-14 budget (11210) and will budget appropriately in future FY 2014-15 and FY 2015-16 budget years to support the requested renewal. Funds are not encumbered until services are rendered against the BPO.

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

