OFFICE OF THE DIRECTOR

September 11, 2020

MEMORANDUM

TO: Greg W. Pease, Chief of Procurement Division

FROM: Christel Burgos, EMS Billing Manager
April Mitchell, JFRD Finance Manager

RE: **RFP P-35-20; Medical Collection Services**

The subcommittee received two (2) proposal responses for the Medical Collection Services and found them to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP).

Applied Business Services, Inc. d/b/a Security Collection Agency
Transworld Systems Inc.

The proposals were evaluated using the selection criteria outlined in the Purchasing Code and augmented by the RFP (see attached matrix and proposed rate sheets from the proposers).

Based on the above, the following firm was determined to be qualified to perform the required services;

1. Applied Business Services, Inc. d/b/a Security Collection Agency (ABS-SCA)

Your assistance in concurring with this recommendation for the respective award is appreciated. If you have questions or need additional information regarding this request, please contact Christel Burgos at 630-2930.

Attachments: Scoring Matrix
Cost Sheets

515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.630.0209 | Fax: 904.630.4202 | amitchel@coj.net

Evaluation Matrix

EVALUATION SCALE

1----------10

QUALIFIED — EXTREMELY QUALIFIED

PROJECT NO. **P-35-20** Average

PROJECT TITLE: **MEDICAL COLLECTION SERVICES**

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Quotation of Rates, Fees or Charges & other Detailed Cost Proposal	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
MAXIMUM POINTS ASSESSED	10	10	10	10	10	10	10	10	10	10	100
Security Collection Agency	9.50	9.00	8.50	8.50	9.00	5.00	1.00	10.00	6.50	7.50	74.50
Transworld Systems Inc.	6.67	7.75	8.00	5.00	6.50	9.50	1.00	5.00	10.00	8.50	67.92