City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **June 25, 2018**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor to provide **Debt Collection Services for the Duval County Clerk of the Circuit and County Courts**. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Plan

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Clerk of the Circuit & County Courts
DUVAL COUNTY
501 WEST ADAMS STREET
JACKSONVILLE, FLORIDA 32202
TELEPHONE: (904) 255-2084 FAX: (904)255-2160

June 25, 2018

To: Gregory Pease
Chief of Procurement
Competitive Sealed Proposal Evaluation Committee

Thru: Allison Luker Joseph Plitch For
Chief Financial and Administrative Officer

From: Angel Brown
Manager to the Clerk

Subject: Debt Collection Services – Clerk of the Circuit and County Courts

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The Clerk of the Circuit and County Courts is requesting CPSEC take action to issue a Request for Proposal (RFP) for Debt Collection Services – Clerk of the Circuit and County Courts.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to ask permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Debt Collection Services to replace the current existing services. We are asking for an evaluated bid based on the differences among vendor's solutions, experience, and the importance of compliance and collections versus a lowest bid, open market method.

The sub-committee responsible for evaluating the bids will be comprised of representatives of the Clerk of the Circuit and County Courts. The objective of the services will establish debt collection services to collect delinquent fines and fees for various types of cases.

The following list of representatives from the clerk's office are designated to serve on the committee:

Jennifer Spinelli	255-2098
Jennifer Douglas	255-2300
Gerald Cates	255-1852
Sheri Pristupa	255-1849
Angel Brown	255-2084

Attached, please find the Scope of Services, Minimum Requirements for Contractors, and Evaluation Criteria.