



Solicitation: RFP 23-002 - Municipal Court Collection Services

RFP Posted : February 15, 2023

ADDENDUM 1: Response to Questions:

1. Can you give me an idea of the Cities case volume?  
*We have a little over 2,000 open cases, and generally we get 60-80 citations a month.*
2. Can you provide the age of the cases and balances on the 2,000 accounts that the City has?  
*See Attached spreadsheet.*
3. We consider our financial statements to be confidential, proprietary, trade secrets of the firm. Would the City permit us to upload our financials to a third-party secure website (Smart Room) for the City's authorized reviewers to access and review this information?  
*Yes, our financial statements are public information, available under a PIR subject only to limited exceptions.*
4. What is the estimated size of the existing portfolio (the backlog) in terms of both the number of accounts and the dollar amount outstanding? The average balance owed per account. Per debtor?  
*See attached spreadsheet referred to in question #2. Around 2,000 cases.*
5. What is the age of the oldest accounts in the portfolio?  
*The oldest open case is from 2000. Then it jumps to 2008 and newer.*
6. What is the estimated size, in terms of both the number of accounts and dollars outstanding, of annual referrals going forward (i.e., new/future placements)?  
*There are usually 20-30 cases a month that do not show up for court, that would go into Collections.*
7. We assume that you do not/will not allow your collection providers to add convenience and/or payment processing fees in addition to their contingency fees? If such fees are allowed, can you clarify that you will require bidders to fully disclose the amounts to be charged so the same can take the same into consideration when evaluating pricing?  
*Yes, it would be considered a convenience fee and would be allowed if fully disclosed.*
8. What are your in-house collection methods (e.g. number of mailings, calls, etc.) used on the referred accounts prior to referral to your collection provider?  
*They get set for court, then if they do not show, they get a letter giving them an additional number of days to make payment, and also notifying them they may have a warrant issued. I do not call to notify them they missed court.*

CITY OF BLANCO  
Laurie Cassidy, TRMC  
City Secretary