

AGENDA



Recommendation for Council Action

AUSTIN CITY COUNCIL

Regular Meeting: October 4, 2018

Item Number: 029

Purchasing Office

Authorize negotiation and execution of a contract with GILA LLC, D/B/A Municipal Services Bureau D/B/A MSB or one of the other qualified offerors to Request For Qualification Statements 4600 EAD0302, to provide collection of delinquent Municipal Court case balances, for a term of five years. (Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department	Purchasing Office.
Fiscal Note	The Contractor will be entitled to retain a collection fee or fees authorized by Section 103.0033 of the Texas Code of Criminal Procedure, Chapter 175 of the Texas Administrative Code, and Section 12-1-65(C) of the Austin City Code. There is no budget impact for this item as all fees are paid by the individual with outstanding collections.
Purchasing Language	The Purchasing Office issued a Request for Qualification Statements (RFQS) 4600 EAD0302 for these services. The solicitation issued on February 12, 2018 and it closed on March 8, 2018. Of the four offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: Solicitation Documents < https://www.austintexas.gov/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=123008 >.
For More Information	Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov

	<mailto:AgendaOffice@austintexas.gov> NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Erin D'Vincent, at 512-974-3070 or Erin.DVincent@austintexas.gov <mailto:Erin.DVincent@austintexas.gov> .
Client Department(s)	Municipal Court.

Additional Backup Information:

The contract will provide the Municipal Court a contractor to assist in locating, contacting, and collecting delinquent Municipal Court case balances and fees. The Municipal Court will only refer cases after exhausting internal collection efforts including those mandated by Article 103.0033 of the Texas Code of Criminal Procedure, Chapter 175 of the Texas Administrative Code and as outlined in City of Austin Municipal Code, Section 12-1-65(C). Cases include traffic, city code, and state code violations. Outside collection services have been utilized by the Municipal Court since 2002.

The collection fee, authorized by Article 103.0033 of the Texas Code of Criminal Procedure and approved by Council, is added to all cases as required by law. The collection fee is paid to the contractor on the amount they collect on cases that are referred by the Municipal Court. No collection fee will be paid to the contractor for the amount they collect on red-light camera cases. There is no budget impact for this item as all fees are paid by the individual with the outstanding collections.

The current contract expires September 30, 2018. The recommended contractor is the current provider for these services.

An evaluation team with expertise in this area evaluated the offers and scored GILA LLC, D/B/A Municipal Services Bureau D/B/AMSB as the best to provide these services based on personnel, experience and references, and sample documents.

This request allows for the development of a contract with a qualified offeror selected by Council. If the City is unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that another qualified offeror may be selected, authorizing new contract negotiations.