

RFP-4410-14-RD

DEBT COLLECTION LEGAL COUNSEL FOR PAST DUE FEES AND FINES

EVALUTION MATRIX

11:00 A.M., MAY 12, 2014

| | | |
|--|---|-------------------------------------|
| PROPOSERS: <u>EVALUATION</u> <u>COMMITTEE</u> <u>MEMBERS:</u> | MCO Financial Services, Inc. | Sprechman & Fisher, P.A. |
| ALAN FALLIK | 35 | 74 |
| JAMES JEFFERS | 26 | 88 |
| MICHAEL COX | 46 | 95 |
| TOTAL SCORES: | 107 | 257 |
| RANKINGS: | 2 | 1 |



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form (Use for bids, RFPs, RLIs, RFQs)

Date 10/10/2013

Department/Office City Attorney's Office

Division/Area n/a

Contact Person Alan Fallik

Title Deputy City Attorney

Phone (954) 921-3435

Email afallik@hollywoodfl.org

1. Product/Service being requested (be specific.) Legal services to be provided by a private law firm to collect past due fees and fines

2. Detailed description of the products/services function and purpose. We are seeking the services of a private law firm to collect past due fees and fines. As appropriate, the law firm will engage in collection efforts pre-suit, will file suit to obtain money judgments, and upon obtaining money judgments, will engage in post-judgment collection efforts, including, but not limited to, discovery in aid of execution, execution, levy and garnishment.

Are there alternative products/services capable of performing the required function? Yes.

3. Has this product/service previously been formally solicited by the City of Hollywood?

☒ Yes ☐ No ☐ Unsure

If yes, please provide previous solicitation number. RLI-3777-02-JLW

4. Has this product/service previously been formally solicited by another government agency?

☒ Yes ☐ No ☐ Unsure

If yes, please provide details and copy if available. Procurement Services has copies of solicitations done by Lawrence, Kansas and Hillsborough County, Florida.

Procurement Service Division use only

Requisition # R
BPO
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order #
(As Applicable)

5. Total estimated cost of the requested product/service? We currently pay 25% of whatever the current vendor collects plus court costs. The total estimated cost of the requested service is \$60,000 per year.

Has this cost been approved in your budget? ☒ Yes ☐ No

If yes, provide Account Number (s.) 01.0104.00000.514.003125

6. Formal Solicitations must be advertised for a minimum of 10 (ten) days and typically not more than 30 (thirty) days. How long is the Department/Office requesting to advertise this solicitation? 20 Days

7. Is a pre-bid meeting required? ☐ Yes ☒ No

If yes, are you requesting it to be mandatory? ☐ Yes ☐ No

8. Project location? The law firm will provide the services at its offices.

9. Completion Time: Final completion of this project shall be in n/a calendar days once a Notice To Proceed (NTP) is given to the awarded vendor.

10. Are you requesting this formal solicitation require liquidated damages (liquidated damages are not penalties, they should represent the amount of monies the City will incur/lose if the project is not completed in require time?)

☐ Yes ☒ No

11. Please list any special licenses or certification require to bid. Each individual providing legal services to the City must be a member of The Florida Bar.

12. Are there any outside entities assisting with this solicitation (i.e. Architect, Consultant, etc?)

☐ Yes ☒ No

If yes, please provide the information:

Entity _____ Contact Person _____

Phone _____ Email _____

13. Are there attachments associated with this request? ☐ Yes ☒ No

14. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

☐ Yes ☒ No

If yes, please describe the related products/services and estimated cost(s.)

15. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

☐ Yes ☒ No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Oder # _____
(As Applicable)

16. Is this a grant related purchase? ☐ Yes ☒ No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) _____

Will this require matching funds? ☐ Yes ☐ No

What is the grant source? _____

What is the grant (dollar) amount? _____

17. Does this solicitation for product/service work in conjunction with any other Department/Office or will it impact any other Department/Office? ☒ Yes ☐ No

If yes, please provide details on Department/Office and how. The Treasury Division of the Department of Financial Services will work closely with the selected firm.

Signature(s) below of other Department/Office Director(s) indicates they have reviewed and agree to this Request Form.

Signature

Department/Office

Signature

Department/Office

18. Please provide the names of suggested evaluations committee member:
(NOTE: Committee members should not be direct reports.)

Jim Jeffers

MICHAEL COX

Ralph Dierks

Alan Fallik

19. Please provide any specific vendor(s) to be included in the notification of these solicitations.
Each vendor that submitted a LOI in response to the previous RLI.

To be completed by Procurement Services Division upon award recommendation

Advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Date of Advanced Search _____

Company Name(s) Searched

Search Results

Procurement Service Division use only

Requisition # R _____

Purchase Order # P _____

Blanket Purchase Order #

BPO _____

(As Applicable)

(As Applicable)

(As Applicable)

Al Felli
Contact Person's Signature

3/4/2014
Date

Al Felli, Temp Acting CD
Director's Signature

3/12/2014
Date

| APPROVAL (Procurement Service Division Use Only) | | | |
|--|--|------|--|
| Verified By: | | Date | |
| Approved By: | | Date | |

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)