



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT ONLY

Solicitation Type and Name: Request for Proposals for Delinquent Accounts Collections Services for Municipal Court

Solicitation Number: 6100003768, RFP-014-005

Description: The City of San Antonio Municipal Courts seeks proposals from qualified Respondents that will perform all necessary services to successfully collect delinquent fines, fees and costs while in compliance with all federal, state and local laws and other court requirements. Services expected to be performed, include, but is not limited to: producing and mailing of collection letters, delinquent statements, electronic and manual skip-tracing for cases with bad addresses, bankruptcy and death records searches, placing telephone calls and handling inquiries from customers.

Applicable Product Categories: 94633, 91558

Date Issued: December 16, 2013

Due Date & Time: January 31, 2014, at 11:00 a.m.

Pre-Submittal Conference: 9:00 a.m. Friday, January 10, 2014 at Municipal Courts, Room # , 401 S. Frio, San Antonio, Texas 78207. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents that are not able to attend in person may participate by Conference Call. Respondents may call the toll free number listed below and enter access code to participate the day of the conference.

Toll Free Dial-In Number: 1-877-226-9790

Access Code: 4511640

Staff Contact Person: Debra Light, Procurement Specialist 3, debra.light@sanantonio.gov

Evaluation Committee Voting Members:

Fred P. Garcia, Court Clerk, Municipal Courts

Kristie Blust, Legal Administrator, Municipal Courts

Margaret U. Villegas, Assistant Director, Finance Department

Robert Saenz, Sergeant-Court Liaison Police Department

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **3:00 p.m.**, Local Time, on **Friday, January 17, 2014**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Debra Light, Procurement Specialist III

City of San Antonio, Finance Department, Purchasing Division

Debra.Light@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.