

**LEGAL NOTICE  
VILLAGE OF BRADLEY  
REQUEST FOR PROPOSAL  
DEBT COLLECTION SERVICES**

**NOTICE TO BIDDERS**

Notice is hereby given that sealed bids will be received by the Finance Director, for the Village of Bradley ("Village") on or before Wednesday, February 20, 2018 at 10:00 a.m. at Village of Bradley, Administration Department, 147 S Michigan Ave, Bradley, IL 60915 at which time and place bids will be received for the following contract: DEBT COLLECTION SERVICES, for qualified firms to provide debt collections services, in accordance with this request for proposal. Bid document, including specifications, may be obtained at Village Hall during regular business hours at no cost. All bids must be received prior to the date and time shown above. Bids transmitted by email or facsimile (fax) will be accepted.

Anticipated Date	Bid Event Timetable
February 20, 2019; 10:00 a.m. CST	Bid Opening
February 25, 2019	Finance Committee Approval
February 25, 2018	Village Board Approval

**1.01 Objective**

The Village of Bradley is requesting quotes from qualified firms to provide debt collections services in accordance with this request for proposal.

**1.02 Scope of Services**

The Village is soliciting proposals to provide debt collections services, including but not limited to automated debt collection services as outlined below:

1. Ambulance service debt in conjunction with the Village’s third party ambulance processor
2. Local ordinance citation debt
3. Sewer billing debts on active and inactive sewer accounts
4. Miscellaneous other debts due to the Village
5. The Village currently utilizes the Illinois Debt Recovery Program (IDROP). A qualified debt collection agency will need to assist the Village with administering the above mentioned debts in conjunction with using IDROP as a collection method.
6. The Village requires monthly financial reporting, including but not limited to:
  - a. Total and detail of debts outstanding in collections
  - b. Total and detail of debts collected monthly
  - c. Collection and clearance rates (monthly and overall)

**2.01 Evaluation Criteria**

The Village will rank firms based on expertise in specific areas such as project management, depth and capability of available staff, and demonstrated experience dealing with debt collections.

The following scorecard will be used as part of the selection process:

<b><u>Criteria</u></b>	<b><u>Points</u></b>
Introductory Letter of Interest	0
General Firm Qualifications	10
Key Qualifications	25
Project Understanding and Approach	25
Total Project Cost	40
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	100

## **2.02 Submittal Format**

1. Introductory Letter of Interest - provide an introductory letter, with content at discretion of submitter, that is signed by an authorized representative of the firm; please address this letter to Mr. Robert Romo, CPA, Finance Director.
2. General Firm Qualifications - Provide a statement that portrays the firm's qualifications in relation to the Scope of Services.
3. Key Qualifications - Provide information on key staff members who will provide services within the particular category. Note area of expertise/ title, as well as years of experience (total) and with the firm. Also include a summary of experience applicable to the proposed work.
4. Project Understanding and Approach - Define all tasks and activities necessary to meet the objectives set out in the Scope of Services for debt collection services implementation. This section should include a description of all tasks and activities, the methodology that will be employed to accomplish them. This section should also include the firms overall collection rate and also a description of the reports/output that will be available to the Village. Please also provide a timeline for implementation of your debt collection services.
5. Client References - Please include details for a minimum of three (3) debt collection services references with contact information.
6. Total Project Cost - Provide an itemized total cost, or rate if applicable.

## **2.03 Request for More Information**

It is the intent of the Village to make selections from the submitted proposal. More information may be requested at the Village's discretion to fully and accurately evaluate the bid proposal. The information request may range from a written question to an onsite interview.

## **2.04 Term Period**

The initial term period may be two (2) years. The contract may be extended in additional one (1) year term periods. All contractual documents are subject to review and approval by the Village board.

## **2.05 Consideration of Submittals**

This RFP is not intended to be an offer, order, or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Village by issuance of this RFP.

The Village reserves the right to disregard any informality in the submittals, to waive technicalities, or to reject any and all submittals when, in the opinion of the Village Board, the best interest of the Village will be served by such actions.