



# Solicitation COVER SHEET

IDENTIFICATION	
Number	RFP 4600 LRH3000
Title	Collection Agency for Delinquent Cases
Summary	The purpose of this contract is to provide collection services for delinquent Municipal Court case balances to supplement the City of Austin Municipal Court's Compliance Program.
Type	Request for Proposals (RFP)
Version (Addenda)	0

AUTHORIZED CONTACT PERSONS	
Primary	Leslie Holt, Procurement Specialist III; (512) 978-1973; Leslie.Holt@austintexas.gov
Secondary	Julia Finn, Supervisor of Procurement; (512) 974-2835 ; Julia.Finn@austintexas.gov
Subcontractor Questions	Small Minority Business Resources Department; (512) 974-7600; <a href="mailto:SMBRComplianceDocuments@austintexas.gov">SMBRComplianceDocuments@austintexas.gov</a>
Notes	See Solicitation Instructions, 3.1 Authorized Contact Persons.

## IMPORTANT DATES

### OFFERS DUE

Date and Time	Thursday, August 24, 2023, 2:00 pm (CST)
Notes	See Solicitation Instructions, 5 Offer Submission.

### OFFER OPENING

Date and Time	Thursday, August 24, 2023, 3:00 pm (CST)
Notes	See Solicitation Instructions, 5 Offer Submission.

### QUESTIONS DUE

Date and Time	Five (5) business days prior to solicitation close date
Submission Method	Email Only
Notes	See Solicitation Instructions, 3.2 Questions.

**PRE-OFFER CONFERENCE**

Conference (Yes/No)	YES
Mandatory (Yes/No)	NO
Date and Time	Monday, August 14, 2023, at 9:00AM CT
Location	Microsoft Teams: <a href="#">Click here to join the meeting</a> Join by phone: 512-831-7858; Conference ID: 668 605 551#
Notes	If you are only able to dial-in, please have the solicitation documents available to review. Use *6 to mute and unmute yourself if dialing into the meeting.

**PUBLISHED**

Date	7/31/2023
Available Online	<a href="https://www.austintexas.gov/financeonline/account_services/solicitation/solicitations.cfm">https://www.austintexas.gov/financeonline/account_services/solicitation/solicitations.cfm</a>
Available Hardcopy	Financial Services Department-Central Procurement, 505 Barton Springs Road, Ste 330, Austin, TX 78704

**SOLICITATION DOCUMENTS**

Document name	Pages	Date
<b><u>Solicitation Packet – RFP 4600 LRH3000 Includes the following:</u></b>		
<u>Solicitation Cover Sheet</u>	2	July 31, 2023
<u>Solicitation Instructions</u>	9	July 31, 2023
<u>Terms and Conditions</u>	23	July 31, 2023
<u>Scope of Work</u>	7	July 31, 2023
<u>Court Collections Technical Requirements Bidder Response Sheet - <b>Complete and return</b></u>	1	July 31, 2023
<u>Offer and Certifications – <b>Complete and return</b></u>	12	July 31, 2023

**NIGP CODES****COMMODITY CODES**

Code	Description
94633	Collection Services