



# Court Collection Services

February 2017

# Background

- The Town is looking to establish a process to increase outstanding court collections prior to warrant round-up
- The Town of Addison has outstanding municipal court warrants in the amount of \$795,827 dating as far back as 2009
- When a citation is issued the defendant is given a due date to appear before the Municipal Court Judge to hear their case



# Background

- If the defendant does not show up for their appearance and no attempt to communicate with the Court is made in 30 days, a warrant is issued for the defendant
- Once the warrant is issued, the Court will attempt to make direct contact and use an automated phone call system
- If no resolution is made, the outstanding warrant will be included in the region's annual warrant round-up



# Current Collections Process

Event Occurs

Defendant given due/court date

No response from defendant in 30 days

Warrant Issued

Automated system calls (3)  
Town Contact via phone

Defendant pay Town directly (in person or online)

Annual Warrant Round-Up



# Scope of Services

- **After 60 days professional collection agency attempt to contact defendant in a 180-day period through telephone and letter**
- **Phone calls 8:00am-9:00pm only**
- **Collection agency shall make no contact in person with defendants**
- **Payments made directly to Town**
- **Monthly reporting**
- **Monthly reconciliation**



# Request for Proposal

- Advertise
- Historically Underutilized Businesses (HUBs)
- Publicly post solicitation
- Received three (3) responses:
  - Municipal Services Bureau
  - McCreary Veselka Bragg & Allen
  - Linebarger Goggan Blair & Sampson

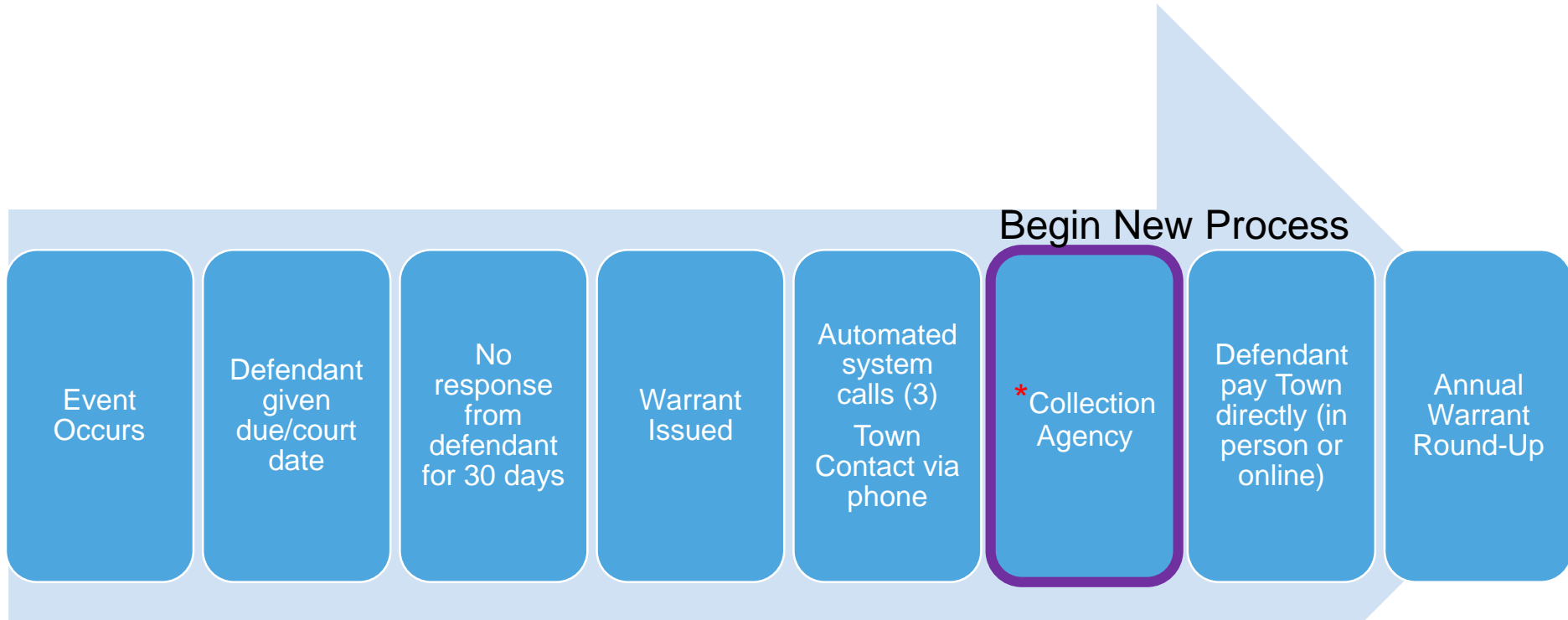


# Review Process

- Evaluation Committee
  - Specific scoring criteria outlined in the RFP
- Reference Check
  - References on recommended firm
- Finance Committee
  - Presentation



# New Collections Process



\*After 60 days, warrant information is sent to collection agency

\*Agency will attempt to contact defendant at least eight times in a 180-day period through a rotating telephone and letter cycle



# Contract Terms

- Two year initial term with renewals
  - Can be terminated by either party with 30 days notice
- Agency collects 30%
  - As allowed by Article 103.0031 of the Texas Code of Criminal Procedure
- Agency does not collect on non-cash transactions
  - Time served, community service, dismissal, etc.
- Required to provide monthly reports
- Funds will be collected directly by the Town
- Collection agency will attempt to contact the defendant at least eight (8) times in a 180-day period through a rotating telephone and letter cycle





Questions?

# Results

Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Total
Yes/No	35	20	20	10	10	5	Yes/100

Vendor Name	*Mandatory	Qualification #1	Qualification #2	Qualification #3	Qualification #4	Qualification #5	Qualification #6	Total
MSB Government Services	Yes	32	20	20	10	10	0	92
McCreary Veselka Bragg & Allen	Yes	30	15	20	3	3	0	71
Linebarger Goggan Blair & Sampson	Yes	25	10	20	5	5	5	70

\*Mandatory minimum requirement: 100 Texas clients; 5 years collecting court fines

1. Vendor Qualifications & Effectiveness, maximum 35 points
2. Collection Processes & Procedures, maximum 20 points
3. References for Similar Engagements, maximum 20 points
4. Computer Network Compatibility, maximum 10 points
5. Reporting Capabilities, maximum 10 points
6. Prior positive experience with the Town, maximum 5 points

