

RESOLUTION NO. 2020-472

A RESOLUTION AWARDED A CONTRACT TO RTR
FINANCIAL SERVICES INC., STATEN ISLAND, NY FOR
PRIVATE COLLECTION OF MUNICIPAL COURT DEBT.

WHEREAS, the City of Vineland has heretofore advertised for proposals for Private Collection of Municipal Court Debt; and

WHEREAS, the Requests were published on the City's official website and in the City's official newspaper; and

WHEREAS, five (5) proposals were received and evaluated by the Department of Finance Evaluation Team; and

WHEREAS, it has been recommended that a contract for the required services be awarded to RTR Financial Services Inc., Staten Island, NY, for a contract period beginning January 1, 2021 to December 31, 2022 with option to renew for two (2) one-year terms or one (1) two-year term, at a fee of 15% of the collected amount; and

WHEREAS, the availability of funds for said Contract to be awarded herein have been certified by the Chief Financial Officer; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract to provide for Private Collection of Municipal Court Debt, be awarded to RTR Financial Services Inc., Staten Island, NY, based upon the proposal received, pursuant to a fair and open process.

Adopted:

President of Council

ATTEST:

City Clerk



REQUEST FOR RESOLUTION FOR CONTRACT AWARDS
UNDER 40A:11-5 EXCEPTIONS
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)

October 29, 2020

(DATE)

1. Service (detailed description): Private Collection of Municipal Court Debt

2. Amount to be Awarded: \$ N/A (15% of Collection Amount)

- Encumber Total Award
- Encumber by Supplemental Release

3. Amount Budgeted: \$ N/A

4. Budgeted: By Ordinance No. N/A
Or Grant: Title & Year _____

5. **Account Number to be Charged: N/A

6. Contract Period: 1/1/21 to 12/31/22 with option to new for 2-1yr terms or 1-2 yr.

7. Date To Be Awarded: 11/24/20

8. Recommended Vendor and Address: RTR Financial Services Inc.
2 Teleport Drive, Suite 302
Staten Island, NY 10311

9. Justification for Vendor Recommendation:(attach additional information for Council review)
RTR received the highest score from evaluation team.


- Non-Fair & Open (Pay-to-Play documents required)
- Fair & Open: How was RFP advertised? Local Paper & City Website

10. Evaluation Performed by: See attached

11. Approved by: Jacqueline Mucirwan R. Cort
Jacqueline Mucirwan


12. Attachments:

- Awarding Proposal
- Other: Scoring Sheets

- Send copies to:
Purchasing Division
Business Administration 

** If more than one account #, provide break down

City of Vineland
RFP 2020-25
PRIVATE COLLECTION OF MUNICIPAL COURT DEBT
EVALUATION FORM
10/16/2020

RFP 2020-25
PRIVATE COLLECTION OF MUNICIPAL COURT DEBT
Date Evaluated: 10/16/20
Evaluator: Jackie Muccirelli, Prin. Accountant 

0	Rejected / Incomplete/ NA
1	Lowest Confidence
5	Highest Confidence

Scope of Services: Private Collection Agency Services The City is seeking an experienced provider of Private Collection Services to maximize the City's recovery of delinquent fines and penalties issued by the City's Municipal Court.

MSB	RTR	Linebarger	Tax Serv	Penn	NOTE
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City Requirements

Evaluate for general compliance with instructions and requests issued in the RFP. (See 3.2 City Requirements for evaluation)	5	5	5	5	5	PER PURCHASING AGENT
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Understanding of the Requested Work

The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.	5	5	5	5	5	
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Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and adequately fulfill the requirements specified herein.	5	5	5	5	5	
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Management, Experience and Personnel Qualifications

Expertise of the firm shall be demonstrated by past contract successes providing government agencies with similar services.	5	5	5	5	5	
The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in this RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Proposal.	5	5	5	5	5	

Ability to Complete the Services in a Timely Manner

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.	5	5	5	5	5	
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City of Vineland
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PRIVATE COLLECTION OF MUNICIPAL COURT DEBT
EVALUATION FORM
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	MSB	RTR	Linebarger	Tax Serv	Penn	NOTE
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Cost to Provide Services

As per Cost Proposal Document insert Bid/Rate.	1	5	1	3	4	22% MSB, 15 % RTR, 22% Linebarger, 20% Tax Serv, 18% Penn
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Other

Experience Rate Not provided in RFP	0	0	0	0	0	16.14 % MSB RTR Not provided - linebarger 18.08
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Financial Soundness of Agency

Agency's most recent certified annual report including balance sheets and pl statements. Was not requested in the RFP Don't answer	0	0	0	0	0	
Years in business	4	4	4	3	4	msb=29 years-RTR 22 yrs - linebarger 40 yrs TaxServ 17 yrs - penn 33 years
Evidence of continuity of service	0	0	0	0	0	

References

Three references submitted	5	5	5	5	5	
Government references	5	5	1	5	5	msb pg 25 - RTR pg 7- linebarger no nj taxserv pg4 a lot of nj

Assignment of Key Staff

Key members assigned to contract must remain assigned to contract for its duration....etc.	5	5	5	5	5	
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Overall Evaluation of Responses

Use this to grade your overall evaluation of responses						
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FINAL SCORE

50	54	46	51	53
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H: Meeting Request

Evaluator desires to meet with proposer prior to final score
y/n

City of Vineland
RFP 2020-25
PRIVATE COLLECTION OF MUNICIPAL COURT DEBT
EVALUATION FORM
10/16/2020

RFP 2020-25
PRIVATE COLLECTION OF MUNICIPAL COURT DEBT
Date Evaluated: 10/16/2020
Evaluator: Carmen Di Giorgio, Tax Collector



0	Rejected / Incomplete/ NA
1	Lowest Confidence
5	Highest Confidence

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City Requirements

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Assignment of Key Staff

Key members assigned to contract must remain assigned to contract for its duration....etc.	4	4	4	4	4	
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Overall Evaluation of Responses

Use this to grade your overall evaluation of responses						RTR overall response comprehensive
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FINAL SCORE	49	53	46	50	52
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H: Meeting Request

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