**JACKSON COUNTY**

**REQUEST FOR PROPOSALS**

**EMS DEBT COLLECTION SERVICES**

**RFP 2021-25**

The Jackson County Board of County Commissioners is soliciting proposals from registered, qualified firms to provide debt collection services for delinquent Jackson County Fire Rescue accounts. It is the intent of the County to select and negotiate one contract, to be renewed annually, with a firm that meets the requirements outlined in the RFP. The selected firm shall manage the entire collection process including but not limited to maintaining the facilities, equipment, technology; hardware and software, as well as having a trained, experienced staff; and additional resources as required to effectively perform the services outlined in the RFP.

**Proposers shall be ranked per the following selection criteria:**

* Qualifications and Abilities of Professional Personnel
* Client References for Similar Projects
* Collections Experience on Similar Projects
* Business Plan Outline

Upon selection of a qualified company/firm by the Jackson County Board of County Commissioners, the firm shall meet with the owner and review the requirements set forth in the RFP. After final review, the company/firm shall conduct a final cost breakdown and enter into a contract with Jackson County Board of County Commissioners.

**Proposals must be submitted by 2:00 P.M. (local time) on Thursday, June 24, 2021** at Jackson County Board of County Commissioners, 2864 Madison Street, Marianna, Florida 32448. Proposals will be opened immediately following the deadline at the same location.

Questions to this RFP may be directed to Nicole Bradley, Purchasing Agent Jackson County BOCC via e-mail [bradleyn@jacksoncountyfl.gov](mailto:bradleyn@jacksoncountyfl.gov). All questions must be submitted by June 18, 2021 by 4:00PM CST. Please monitor the County website at [www.jacksoncountyfl.gov](http://www.jacksoncountyfl.gov) for any addendums.

Specifications and General Conditions may be obtained from our web page at <https://jacksoncountyfl.gov/services/purchasing/> under **RFP 2021-25** or by contacting Nicole Bradley, Purchasing Agent between the hours of 8:00 am CST and 4:00 pm CST Monday through Friday at 2864 Madison Street, Marianna, Florida, voice phone 850-482-9633, Fax 850-482-9643, or email [bradleyn@jacksoncountyfl.gov](mailto:bradleyn@jacksoncountyfl.gov).

Board of County Commissioners

Clayton O. Rooks, III By: James Peacock

CLERK OF CIRCUIT COURT BOARD CHAIRMAN