



CENTRAL TEXAS REGIONAL  
**MOBILITY AUTHORITY**

May 29, 2019  
**AGENDA ITEM #10**

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Award a contract for Pay By Mail  
receivables management services

Strategic Plan Relevance: Regional Mobility  
Department: Operations  
Contact: Tracie Brown, Director of Operations  
Associated Costs: To be negotiated  
Funding Source: General Fund  
Action Requested: Consider and act on draft resolution

Summary:

**Project Description** - In March 2019 the Mobility Authority released a Request for Proposals inviting qualified firms to participate in a procurement of services for the purpose of collecting unpaid balances owed by delinquent Pay by Mail (PBM) accountholders. The selected firm will assume receivables management services for all delinquent PBM accounts that relate to the Authority's operation of a toll road system, including unpaid tolls, processing fees, and administrative fees occurring prior to November 18, 2018.

The initial proposal deadline was extended to allow proposers to review the data related to the delinquent PBM accountholders in order to prepare a more informed proposal. Four responses were received. The firms who submitted proposals included Municipal Services Bureau (MSB); SWC Group; the CMI Group; and Perdue Brandon Fielder Collins and Mott, LLP. After completing an evaluation of the technical and cost proposals, the Executive Director will bring a recommendation to the Board for its consideration and action to award a contract to the proposer that provides the best value to the Mobility Authority, based on the criteria and weighting established in the procurement documents.

**Previous Actions** – In 2007 the Authority contracted with Municipal Services Bureau for Pay By Mail, Violation, and Collection (PBM) services on its toll facilities. After an

extensive and competitive procurement process, a new Agreement was entered into with Cofiroute USA for these same services for tolls incurred after November 18, 2018.

The Authority currently contracts for collection agency services for Authority projects and acts as a provider of back office services to the Northeast Texas Regional Mobility Authority (NET RMA) as well as other RMAs. The Authority and NET RMA are partnering in this procurement to select a firm to contract with the Authority to provide receivables management services for Authority and NET RMA projects.

**Action Requested/Staff Recommendation** – After award, the Executive Director and his designees will finalize contract negotiations with the best value proposer. This contract will be submitted for board approval in June 2019.

**Financing** – General Fund

Backup Provided:                      Draft Resolution

**GENERAL MEETING OF THE BOARD OF DIRECTORS  
OF THE  
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

**RESOLUTION NO. 19-0XX**

**AWARDING A CONTRACT FOR PAY BY MAIL  
RECEIVABLES MANAGEMENT SERVICES**

WHEREAS, the Mobility Authority has a need for a contractor to provide Pay By Mail receivables management services for all delinquent Mobility Authority Pay By Mail accounts with unpaid tolls, processing fees, and/or administrative fees occurring prior to November 18, 2018; and

WHEREAS, in March 2019, the Mobility Authority issued a Request for Proposals (“RFP”) seeking qualified firms interested in providing Pay By Mail receivables management services to the Mobility Authority; and

WHEREAS, the Mobility Authority received four responses to the RFP by the April 30, 2019 deadline; and

WHEREAS, Mobility Authority staff evaluated the responses based on the evaluation and selection criteria set forth in the RFP and, after consultation with the Executive Director, recommend the selection of \_\_\_\_\_.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors hereby awards a contract to provide Pay By Mail receivables management services for all delinquent Pay By Mail accounts with unpaid tolls, processing fees, and/or administrative fees occurring prior to November 18, 2018 to \_\_\_\_\_; and

BE IT FURTHER RESOLVED, that the Board authorizes the Executive Director to negotiate on behalf of the Mobility Authority the contract awarded to \_\_\_\_\_ consistent with \_\_\_\_\_ response to the RFP, the Mobility Authority’s Procurement Policies, and as the Executive Director further determines is in the best interest of the Mobility Authority.

BE IT FURTHER RESOLVED that once an agreement is reached, the Executive Director shall present that proposed contract to the Board for its approval.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 29<sup>th</sup> day of May 2019.

Submitted and reviewed by:

Approved:

\_\_\_\_\_  
Geoffrey Petrov, General Counsel

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Ray A. Wilkerson  
Chairman, Board of Directors