

First Judicial District of Pennsylvania (“FJD”)
Request for Proposal (“RFP”)
For
Debt Collection Law Firm Services

Dated March 25, 2011

VENDORS’ QUESTIONS AND ANSWERS (“Q&A”)

<http://courts.phila.gov>

- Q1. Why is the contract out to bid at this time after an RFP was issued for the same service on December 30, 2010? What is the purpose of this RFP?**
The purpose of the re-release of the RFP is to add additional vendors to pool of contracted law firms. In addition to a few revisions of the respective former RFP, it is the FJD’s intent to assign five hundred (500) files per month to each Selected Vendor. As such, each Selected Vendor may be assigned approximately twelve thousand (12,000) files during the expected term of the contract. During the pilot program, an estimated \$300,000 was paid last year; of that \$300,000, approximately 200 cases were assigned to the vendor who collected these fees.
- Q2. How many vendors will the FJD select for contracts?**
Unknown at this time.
- Q3. Please confirm if it is required that a company be a law firm or if a collection agency with proven garnishment experience will qualify to bid.**
Yes, it is required that a company be a law firm. This is an RFP for collection attorney law firms.
- Q4. What is the current total dollar value of accounts available for placement by category, including any backlog?**
A total value of about \$1.5 billion.
- Q5. What is the current total number of accounts available for placement by category, including any backlog?**
400,000.
- Q6. What percentage of the accounts (or percentage of the past due funds) are bail accounts and/or funds?**
60%.
- Q7. What percentage of the cases received will require a criminal judgment be filed on the civil side?**
Statistical information for a percentage is not available at this time.
- Q8. Is there a percentage that the FJD will consider authorizing the vendors to settle cases? If so, what is the percentage?**
No.

- Q9. It is clear that vendors may not negotiate the total amount owed without prior written permission, however, is written permission required for proposed payment plans by the debtor?**
No.
- Q10. If a criminal judgment is not filed on the civil side will the court file same automatically, or upon request by the vendor?**
At this time, vendor will file the judgment.
- Q11. Have any other counties agreed to waive their fees in the pursuit of these cases?**
Not at this time. Filing fees in Philadelphia County cases will be not be collected by the Prothonotary or Clerk at the time of filing, but will be included in the sum owed by the defendant.
- Q12. How will the FJD transmit the PDF files to the vendors?**
The FJD will transmit the docket sheets in PDF format to the vendors by email. The data fields for the information to be provided include: name, address (current, and approximately three prior, if available), date of birth, social security number, if available, telephone number if available, and last known employer, if available.
- Q13. How much are the largest and smallest accounts?**
The average balance on an account is \$3,750 and each vendor selected will be assigned an equal mix of cases.
- Q14. Can the FJD estimate what actual losses they would pursue if a vendor does not execute a contract and/or provide the requested bond, if any?**
The FJD cannot estimate actual losses at this time.
- Q15. Will the FJD consider settling any claims via a payment plan and if so, are there any parameters for payment plans?**
Yes, the FJD will consider settling any claims via a payment plan with parameters.
- Q16. Will selected vendors have access to CPCMS or any other electronic database for purposes of collections?**
Selected vendors will have access to CPCMS.
- Q17. Are additional costs to the law firm such as levy/execution fees reimbursable upon written permission?**
Yes.
- Q18. Once payment is received in full, is the law firm responsible for preparing and filing a praecipe to satisfy the judgment or will the FJD prepare and file?**
No, the FJD will prepare and file.

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