

W.B.E.4.

Memorandum Date: June 11, 2008

TO: Board of County Commissioners

DEPARTMENT: Management Services

PRESENTED BY: Mike Barnhart, Supervising Senior Accountant

AGENDA ITEM TITLE: IN THE MATTER OF DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE A PURCHASE ORDER TO PROFESSIONAL COLLECTION SERVICES IN AN AMOUNT NOT TO EXCEED \$350,000

I. MOTION

MOVE APPROVAL OF ORDER 08-06-11-xx DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE A PURCHASE ORDER TO PROFESSIONAL COLLECTION SERVICES IN AN AMOUNT NOT TO EXCEED \$350,000.

II. AGENDA ITEM SUMMARY

This item will authorize various County departments to utilize the services of a professional collection agency to maximize collections and enhance County revenues.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Lane County Justice Courts have used the services of Professional Credit Services to collect outstanding court fines successfully in the past utilizing the State of Oregon pricing agreements. Other departments are also in need of collection services, and due to the volume of outstanding amounts, the fees for professional collection services exceed the County Administrator's designated signature authority for Purchase Orders.

B. Policy Issues

Should the County use an existing State Pricing Agreement to obtain services in an efficient and cost effective manner?

C. Board Goals

This item supports economy of operations by reducing costs and staff time needed to conduct a competitive selection process.

D. Financial and/or Resource Considerations

Obtaining services through the use of an existing State Pricing Agreement allows the County to take advantage of services and prices which have already been subject to a competitive selection process.

E. Analysis

It is unlikely that the County could obtain a more favorable rate for services than has already been negotiated by the State, and County policies allow the use of State Pricing Agreements.

F. Alternatives/Options

1. Approve the order delegating authority to the County Administrator to execute a purchase order to Professional Collection Services not to exceed \$350,000.
2. If not approved, the County could undertake a competitive selection process to select a professional collection service.

IV. RECOMMENDATION

The Financial Services Manager recommends approval of the order.

V. TIMING/IMPLEMENTATION

If approved, the Purchase Order will be executed for services from 7-1-08 to 6-30-09.

VI. FOLLOW-UP

None.

VII. ATTACHMENTS

Order 08-06-11-XX

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER NO.) IN THE MATTER OF DELEGATING AUTHORITY TO THE
) COUNTY ADMINISTRATOR TO EXECUTE A PURCHASE
) ORDER TO PROFESSIONAL COLLECTION SERVICES
) IN AN AMOUNT NOT TO EXCEED \$350,000

WHEREAS, Various County departments have needs for professional collection services; and

WHEREAS, a purchase order in an amount not to exceed \$350,000 will be prepared to authorize these services against State Price Agreement 5246-PA; and

WHEREAS, Utilization of the State Price Agreement 5246-PA satisfies the County's requirements for competitive selection; and

WHEREAS, The Lane County Administrative Procedures Manual Chapter 2, Section 1 authorizes purchases of more than \$50,000 by way of Purchase Order with Board of Commissioner approval;

IT IS HEREBY ORDERED that the Board of Commissioners delegates authority to the County Administrator to execute a Purchase Order.

Dated this day of June, 2008.

FAYE STEWART, CHAIR
Board of County Commissioners

APPROVED AS TO FORM
Date 6/2/08 lane county
Heidlaw
OFFICE OF LEGAL COUNSEL