

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: April 13, 2026

FROM: Valesa Wells, Finance Director

SUBJECT: Request for Approval to Use the Request for Proposals Process

INTRODUCTION:

The purpose of this agenda item is to request the Board of Mayor and Aldermen approve the use of the Request for Proposals (RFP) solicitation process for securing a contract for collection agency services.

BACKGROUND:

On February 11, 2008, the Board of Mayor and Aldermen adopted Ordinance 2008-03 which allows the Town to utilize an RFP process when competitive sealed bidding is either not practicable or not advantageous to the Town and price is not the determining factor of award.

The ordinance also requires staff request approval from the municipality's governing body prior to soliciting any proposals.

DISCUSSION:

The Board is asked to consider approving the use of the Request for Proposals (RFP) solicitation process for certain products and/or services where it is in the best interest of the Town to obtain the highest overall value through a competitive, qualifications-based selection process. The proposed services are as follows:

1. Collection Agency Services – Finance is seeking approval to utilize the RFP process for securing service contracts for collection agency. These services involve the recovery of delinquent accounts owed to the Town, including unpaid taxes, fees, fines, and other receivables. The selected agency will employ compliant and ethical collection practices to maximize revenue recovery while maintaining positive public relations and adhering to all applicable laws and regulations.

Approval of the RFP process for the above-referenced services does not constitute approval of any specific contract or expenditure. Upon completion of the RFP process—which includes proposal evaluation, interviews, negotiations, and the review of best and final offers—staff will return to the Board of Mayor and Aldermen with a recommended award for consideration at a regularly scheduled public meeting.

BUDGET IMPACT:

There is no budget impact.

PROPOSED MOTION:

To approve the use of the Request for Proposals solicitation process to establish a contract for collection agency services.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						