

REQUEST FOR PROPOSAL
CITY OF CANTON
COLLECTION SERVICES

The City of Canton intends to contract for Collection Services for Canton EMS/Paramedic transports and for Fire Department billing services rendered from non-fire-related motor vehicle accidents.

Firms interested in being considered for a professional services contract to provide the required services should reply with a statement of qualifications **NO LATER THAN 4:00 P.M. ON MONDAY, JULY 6, 2009**. Statements received after this deadline will not be considered.

Statements of qualifications and/or proposals should include a price and/or fee structure for said services; information regarding the firm's history; education and experience of owners; key technical personnel who will be assigned to the project; the technical expertise of the firm's current staff; the firm's experience in similar projects; availability of staff; references; previous work performed for the City of Canton; and contact names and numbers.

Collection company must be able to settle assigned claims and deal in Federal Bankruptcy Court, Probate Court, and any Civil Court where suite can be initiated or defended.

Collection company must be able to provide monthly transaction summary and a yearly transaction report.

In addition, the City of Canton is interested in knowing the following:

1. Type of liability coverage.
2. Experience in the field.
3. Will legal staff be available to pursue Court action and to determine any legal issues.
4. Will company be able to process large claim amounts and large amounts of funds.
5. Does the company have a skip trace or means of locating debtors.

Technical questions concerning this request should be directed to Mr. Tom Nesbitt, the Director of Public Safety, at (330) 438-4312.

PLEASE SUBMIT THREE (3) COPIES OF YOUR REQUEST FOR PROPOSAL AND/OR STATEMENT OF QUALIFICATIONS TO THE FOLLOWING (DO NOT SUBMIT YOUR PROPOSAL IN A SPIRAL BINDER):

MS. KIMBERLY L. HARPER
CITY OF CANTON CONTRACT OFFICE - SIXTH FLOOR
218 CLEVELAND AVENUE S.W.
P.O. BOX 24218
CANTON, OH 44701-4218

The City of Canton's Board of Control reserves the right to reject any and all proposals and to accept the proposal deemed most beneficial to the City of Canton.

**BY ORDER OF THE DIRECTOR OF PUBLIC SAFETY
TOM NESBITT**

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