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# DAVID A. GRAY COUNTY OF PANOLA

JUSTICE OF THE PEACE, PCT 1  
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# TONI HUGHES

JUSTICE OF THE PEACE, PCT 2  
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**Date: February 28, 2018**  
**To: Panola County Commissioners Court**  
**From: Hon. David Gray, J.P. Precinct 1**  
**Hon. Toni Hughes, J.P. Precinct 2**  
**Re: Recommendation of Award—Justice of the Peace Courts 1 and 2 Collection Services**

On November 5, 2017, Panola County issued its Request for Proposals for Justice of the Peace Courts 1 and 2 Collection Services ("RFP"). Payment for these collection services will be funded from a 30% collection fee that will be added to delinquent fines and fees as authorized by law, and will be paid to the vendor after the County has received the collected funds. Notice of the RFP was published in the newspaper on November 5, 2017 and November 12, 2017. Three proposals were timely submitted before the RFP proposal submission deadline of 1:30 p.m, November 28, 2017. Proposals were submitted by Linebarger Goggan Blair & Sampson, LLP ("Linebarger"), McCreary, Veselka, Bragg & Allen P.C. ("MVBA"), and GHS, Ltd. ("GHS").

On behalf of the County, we have conducted a comprehensive review of the proposals for merit and responsiveness to the RFP, including extensive verification of the proposers' references. Not all proposers submitted the financial statements requested. GHS excepted to providing financial statements with their proposal, but offered to make such information available in a confidential meeting, and such information has now been provided to the County. The failure to provide financial statements is not a material defect and we recommend that, pursuant to the Commissioners Court's authority to waive any informality or irregularity in a proposal, the Commissioners Court waive the RFP's requirement for financial statements to be submitted as part of the proposal. Based on our review of the proposers' financial statements and verification of references, we have confirmed the proposers' favorable history of performance and their financial positions.

After evaluating the responses provided in the proposals and the comments of references provided, we recommend that the contract for Justice of the Peace Courts 1 and 2 Collection Services be awarded to GHS, subject to the negotiation of a mutually agreeable contract between the County and GHS. We find that GHS is well-qualified and that its proposal to provide integrated services without the need for manual information transference and manual updating by County employees provides a cost-saving to the County. Neither the Linebarger or MVBA proposals provide this type of integrated services or cost-savings. GHS's references also commented favorably on its excellent customer service and responsiveness. Accordingly, we find GHS's proposal to be the best evaluated and most advantageous proposal to the County.

We find the second most qualified proposer to be MVBA; and the third most qualified to be Linebarger based on the nature of comments from references regarding their responsiveness in performing collection service contracts.



David A. Gray, JP #1

A handwritten signature in blue ink that reads "Toni Hughes".

Toni Hughes, JP #2

