

**REQUEST FOR PROPOSALS**

**FOR**

**COMMERCIAL COLLECTION SERVICES**

**Issued by the St. Louis Economic Development Partnership  
and on behalf of its Affiliated Entities**

**Responses Due By:**

**3:00 PM on Thursday, December 21, 2023**

**St. Louis Economic Development Partnership**

**ATTN: Missy DeMarco**

**120 S. Central Ave., Suite 200**

**St. Louis, Missouri 63105**

**(314) 615-7675**

**[mdemarco@stlpartnership.com](mailto:mdemarco@stlpartnership.com)**

## **Introduction**

The St. Louis Economic Development Partnership (the “SLEDP”) is a nonprofit corporation, established under Section 501(c)(4) of the Internal Revenue Code for the purpose of promoting and developing industry, commerce, and economic development in St. Louis County and the City of St. Louis, creating high-quality business and employment opportunities, and enhancing the quality of life by advancing long-term, diversified growth throughout the St. Louis region.

Affiliate entities of the SLEDP include, among others: The Industrial Development Authority of the County of St. Louis, Missouri; the Land Clearance for Redevelopment Authority of the County of St. Louis; the St. Louis County Port Authority; St. Louis Center for International Relations d/b/a World Trade Center – St. Louis; Midwest China Hub Commission d/b/a Midwest Cargo Hub Commission; the Gateway to the Midwest Investment Center, Inc.; STL Partnership CDC; and STL VentureWorks (collectively, the “Affiliates”). Hereinafter, SLEDP and the Affiliates are collectively referred to as the “Partnership.”

The Partnership issues this Request for Proposals (the “RFP”) for a qualified professional collection services firm to collect delinquent commercial outstandings. This may include, but is not limited to, delinquencies related to commercial loans, business leases, or various other transactions (the “Services”). The successful firm is anticipated to provide the Services on an as-needed basis for up to a three-year period, ending January 2027.

## **Scope of Services**

The successful firm’s Services to be furnished pursuant to this RFP shall include, but are not limited to, the following:

- The successful firm shall provide collection services on delinquent commercial loans, business leases, and various other transactions as the need arises. The collection firm will establish repayments terms or collect the full outstanding balances, in consultation with Partnership staff.
- The selected firm must have a valid business license and must be in good standing with the State of Missouri and/or Illinois. Also, the firm cannot have delinquent federal, state, or local tax obligations. In addition, the firm cannot have any pending legal issues.
- The successful firm must carry professional malpractice insurance coverage with limits of at least \$1,000,000/\$1,000,000.

## **Proposal Content**

Proposals must include, at a minimum, the following information:

1. Experience/Qualifications of Firm. Provide a description of the firm’s experience in providing similar services. Provide a statement of compliance with all criteria identified in the Scope of Services section above, including bar membership.

2. Experience/Qualifications of Assigned Professional(s). Provide the qualifications for each individual who may be assigned to provide the Services and designate the individual who would have primary responsibility for oversight of the Services.
3. Availability. Provide a statement of the firm's availability to provide the Services on an ongoing basis, for up to a three-year period, ending January 2026.
4. Approach to Diversity, Equity, and Inclusion. Provide a description of the firm's approach to diversity, equity, and inclusion in providing the Services.
5. Proposed Fees/Expenses. Clearly state all fees and expenses to be charged in the performance of the Services:
  - a. If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement and a general description of how billable hours will be allocated among key personnel.
  - b. Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement.
  - c. It is anticipated that a maximum not to exceed amount will be established for these Services.

### **Selection Criteria**

Proposals will be reviewed by staff for completeness and qualifications. Final selection of a firm will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the firm in providing similar services;
2. Qualifications, expertise, and experience of the individuals assigned from the firm;
3. Availability to provide the Services;
4. Approach to diversity, equity, and inclusion;
5. Cost; and
6. Responsiveness of the firm to the RFP categories.

The Partnership actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Partnership does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

## Terms and Conditions

The following terms and conditions apply to all proposals:

1. The Partnership reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The Partnership also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit the Partnership to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the Partnership as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

## Submission of Responses

**To be considered, proposals must be received no later than **Thursday, December 21, 2023, at 3:00 PM CT.****

### Schedule

RFP Newspaper Advertisement	Thursday, November 30, 2023
Submission of Proposals by	Thursday, December 21, 2023

Electronic proposals should be in PDF format and sent by email to:  
[mdemarco@stlpartnership.com](mailto:mdemarco@stlpartnership.com).

St. Louis Economic Development Partnership  
Attn: Missy DeMarco  
120 S. Central Ave., Suite 200  
St. Louis, Missouri 63105  
(314) 615-7675