



Solano County Health and Social Services
Letter of Interest
Healthcare Related Debt Collection Services

Solano County Department of Health and Social Services

LETTER OF INTEREST REGARDING
Healthcare Related Debt Collection Services

January 29, 2010

Response requested by 5 PM on February 5, 2010

Questions may be directed to Emily Smith, Senior Accountant

Phone: 707-784-8514

Mail hardcopy to
Health and Social Services
Attn: Emily Smith
275 Beck Ave. MS 5-200
Fairfield, CA 94533

Introduction

General Background

Solano County Health and Social Services is soliciting letters of interest from collection agencies doing business in Solano County and specializing in healthcare related debt collection services.

General Requirements

- The collection agency must have a business license, be bonded, and do business in Solano County.
- The collection agency must have a minimum of 20 years of experience in healthcare-related debt collection services.

Response Content and Format

Interested parties should submit a Letter of Interest consisting of no more than three pages that answer the following questions:

1. States the agency's commission rates
2. Describes the Agency's procedures for remitting on collections made including timelines and available client reporting tools
3. Describe the Agency's data transmission requirements
4. Describe the Agency's procedures for settlement authorizations

PLEASE NOTE:

Letters of Interest must reference questions and criteria in exactly the same order by which they are posed in this solicitation.