

*First Judicial District of Pennsylvania's  
Request for Proposal*

*For*

*Debt Collection Services*

*Dated September 12, 2011*

**VENDORS' QUESTIONS AND ANSWERS**

<http://courts.phila.gov>

**PLEASE BE ADVISED THAT DUE TO CURRENT EXTENUATING CIRCUMSTANCES, PROVISION A, BACKGROUND, AND PROVISION B, SCOPE OF TASK, ARE HEREBY AMENDED TO READ AS FOLLOWS:**

*A. BACKGROUND*

*UPON IMPLEMENTATION OF THE SUPREME COURT'S STATEWIDE COMMON PLEAS CASE MANAGEMENT SYSTEM ("CPCMS") IN THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA ("FJD") IN SEPTEMBER, 2006, THE TOTAL AMOUNT OF SUNDRY COURT COSTS AND FINES ASSESSED AGAINST DEFENDANTS IN CRIMINAL CASES, AS WELL AS JUDGMENTS ENTERED THEREON, AMOUNTS PAID, AND AMOUNTS WHICH REMAIN UNCOLLECTED, BECAME EASIER TO TRACK. CPCMS CONTAINS ROBUST FUNCTIONALITY FOR TRACKING PAYMENTS OF ALL COURT ORDERED FEES, FINES, RESTITUTION, BAIL, BAIL JUDGMENTS AND OTHER RELATED COURT COSTS. THE FJD HAS DETERMINED THAT AS OF DECEMBER 31, 2010, ABOUT 400,000 ACCOUNTS WITH AN OUTSTANDING BALANCE OF SUMS OWED BY CRIMINAL DEFENDANTS AND OTHERS IS ABOUT \$1,500,000,000.*

*B. SCOPE OF TASK*

*THE TOTAL AMOUNT OWED CANNOT BE NEGOTIATED DOWN IN ATTEMPT TO COLLECT. WHEN A DEBTOR MAKES A PARTIAL PAYMENT, THE VENDOR IS ONLY ENTITLED TO THE COLLECTION FEE PERCENTAGE (I.E. 25%) OF THE PARTIAL PAYMENT RECEIVED. UPON RECEIPT OF ANY PAYMENT, THE SELECTED VENDOR SHALL FORWARD THAT ENTIRE PAYMENT TO THE FJD, AND THE FJD WILL RETURN THE PRO RATED COLLECTION FEE PERCENTAGE TO THE SELECTED VENDOR. THE FJD RESERVES THE RIGHT TO REQUIRE THE VENDOR TO RETURN THE CASE AT ANY TIME, AND FOR ANY REASON, AND THE VENDOR WILL BE PAID ITS FEE ON WHATEVER SUM THE VENDOR HAS COLLECTED AS OF THE DATE THE FJD REQUIRES ITS RETURN.*

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PLEASE BE ADVISED THAT THE DEADLINE FOR THE ABOVE REFERENCED RFP HAS BEEN EXTENDED TO NOVEMBER 10, 2011, BY 3:00 P.M.

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EXCEPT THOSE MODIFICATIONS STATED ABOVE, ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN IN FULL FORCE AND EFFECT.

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- Q1.** *In reference to the 400,000 cases stated in the RFP, what type of legal matter(s) do they represent and how many of these cases have never been placed with an agency?*  
All cases are of a criminal nature inclusive of those for bail judgments for failure to appear assessments. All have an average age of approximately 880 days with exception to any recent cases added to the pool. All cases that are 91 days delinquent have been placed.
- Q2.** *Will accounts be primary placements, not having been serviced by any other outside collection agency, and/or will you also be referring secondary placements? If so, should bidders provide proposed fees for secondary placements also?*  
See response to Q1 above. New 91 day delinquent accounts will be primary, in addition, the Selected Vendor will also receive accounts that have been previously placed.
- Q3.** *If applicable, will accounts held by any incumbent(s) or any backlog be moved to any new vendor(s) as a one-time placement at contract start up?*  
Yes.
- Q4.** *Does the First Judicial District of Pennsylvania ("FJD") intend to place all 400,000 accounts and 1.5 billion owed to one vendor, or will it be divided among multiple vendors?*  
At this time, it is the FJD's intention to contract with one agency. However, there is no prohibition to us using multiple vendors.
- Q5.** *The scope of work states that the vendor "...must be able to handle monthly payment plans, and send monthly statements to all accounts..." Please clarify if the monthly statements apply only to accounts on an established payment plan.*  
All accounts sent to the Selected Vendor will have been previously placed on a payment plan by the FJD.
- Q6.** *For what period of time will the FJD allow the prior vendor(s) to continue and collect on accounts set-up on installment plans? How soon after the new contract is awarded will the prior contractor be required to return all accounts not in any installment payment plan? How many accounts/dollars assigned to the current contractor are set-up in an installment plan? What is the minimum payment authorized under the installment plan?*  
See response to Q5 above. Upon award of the new contract, all prior placements will be transmitted to the new vendor. All accounts placed will have payment plans previously established by the FJD. The minimum payment authorized under these payment plans for most cases is thirty five (\$35.00) dollars per month.
- Q7.** *What is the total dollar value of all accounts available for placement now including any backlog?*  
The total dollar value for all accounts is approximately \$1.5 billion with an approximate average value per case of \$3,750.

- Q8.** *What is the number of projected monthly cases to be placed with the selected vendor?*  
Notwithstanding the initial transfer of active cases presently assigned to ACS, approximately 1,000 cases per month is the estimated projection of monthly assignments.
- Q9.** *What specific data will be provided with the debt placement (i.e. address and how verified, SSN, date of birth, debt issue date, etc.)? What other information is provided that would help with contacting the obligor (i.e. FJD Probation Officer's contact information, etc.)?*  
Sample file layout is attached. Files are transmitted electronically via ftp format. All available data is transmitted with the placement; however, data varies on a case by case basis.
- Q10.** *In Scope of Task you indicate that the successful vendor "must be able to submit reports to the FJD at the time and in the format as determined by the FJD." What formats are contemplated?*  
Reports are intended to be transmitted electronically via ftp format; specifications as to the requisite information contained will be determined at a later date.
- Q11.** *Will the FJD cooperate in providing vendor access to court records if required?*  
Yes.
- Q12.** *On what frequency will the FJD provide a report of payments received by it to the Vendor for proper accounting on the Vendor's collection system?*  
The FJD anticipates providing the Vendor with monthly statements of payments received.
- Q13.** *Does the current vendor(s) provide any on-site employees at any of the FJD's court locations? If so, please provide the street address for each location; the number of employees at each location; and the scheduled hours by day of the week at each location? In addition, please list of the job duties at each location?*  
No.
- Q14.** *Does the current vendor(s) collect all payments directly from the debtor, deduct their contingency fee rate from each payment, and then remit the remaining monies to the court? Or does the vendor forward all monies to the court then invoice the court?*  
No, the present practice is the debtor makes their payment(s) to the FJD and in return, the FJD remits to the vendor their proportionate fee of the respective payment. Vendor invoicing is not required at this time.
- Q15.** *RFP states that the FJD shall have the right to "request information in response to a "Best and Final" proposal from one or more Vendors." Since it appears that the collection fee is being set by the FJD at 25%, can the FJD explain what a Best and Final request process might entail?*  
If determined by the Selection Committee, Best and Final proposals may be requested from one or more vendors with potential specification(s) directed to any/all of the enumerated categories as stated in the RFP. If elected, written notice will be provided to any applicable vendors detailing the purpose and requirements for the Best and Final request.
- Q16.** *Does the FJD have information to identify debtors currently incarcerated? If so, can the FJD provide the number of obligors currently incarcerated, type of debt owed and amount due?*  
Yes, however, no accounts will be referred for incarcerated defendants. Once incarcerated defendants are released, applicable defendants will be added to the internal delinquent pool and will receive thirty (30), sixty (60) and ninety (90) day dunning notices. After 91 days, the District will refer applicable accounts to collection.

- Q17.** *Are any cases related to unpaid child support?*  
No; see response to Q1 above.
- Q18.** *What is the statute of limitations (or limitations of collectability) of the debts to be placed?*  
Statute of limitations is not applicable to these type cases.
- Q19.** *Will the FJD be willing to award the banking services component to the RFP separate from the Dept Collection piece?*  
No
- Q20.** *What percentage of cases exceeds \$1,000?*  
20%.
- Q21.** *What percentage of cases do not exceed \$500?*  
4%.
- Q22.** *Based on the information supplied in Provision A, Background, of the RFP, specifically the number of accounts and the dollar value outstanding, the average balance per account would appear to be \$3,750 per account. Is there any minimum dollar value for the accounts to be placed? For instance will there be placements for amounts due of less than \$500?*  
All accounts will be placed regardless of balance; see responses to Q7, Q20 and Q21 above.
- Q23.** *Does FJD want new addresses and other information that has been verified with the debtor, or all possible new information?*  
Yes, all newly available information should be transmitted to the FJD in a format to be determined at a later date.
- Q24.** *In regards to death notification, does FJD need the original death certificate?*  
No, however, the FJD requires a statement from the selected vendor detailing the efforts made, as well as the valid source(s), for their determination for each case.
- Q25.** *If a debtor contacts FJD directly, and is offered to pay less than the outstanding balance, does the awarded vendor receive their fee on the original balance or the negotiated balance?*  
All fees paid are based on payment received and processed, not the total balance. The Selected Vendor may not negotiate down.
- Q26.** *What collection efforts does FJD make internally prior to referring accounts to a collection agency?*  
The FJD attempts thirty (30), sixty (60), and ninety (90) day dunning notices. Additionally, the FJD provides all debtors a payment plan conference to bring debtors into compliance. From time to time, the District may decide to extent or continue its internal dunning notice before referring an account to collection, and may ask that an account be returned to the District by the Vendor.
- Q27.** *Per 42. Pa. C.S. 9730.1, the Vendor is required to cease its efforts designed to collect fines, costs and restitution and so inform the court or the county commissioners when "a period of 180 days has elapsed since referral of the amount owing to the private collection agency and there has been no response by the defendant or collection of moneys". Does "response" include instances of phone dialogue between defendant and Vendor in which the defendant either contested the debt or agreed to payment arrangements, though funds have not been received?*

It is the FJD's current practice to only define contact as receipt of payment.

**Q28.** *The law authorizing the use of collection agency(ies) permits the collection fee to "...not exceed 25%" and to be added to the debt placed. The language of the RFP, however, suggests that the FJD has set the fee at 25%. Would the FJD permit price proposals at any rate below 25%? Is it anticipated that the accounts will be "grossed up" and that the effective commission rate charged will be 20%? If yes, what rate will be applied to the bail forfeitures and judgments where the collection fee will not be added? Would the FJD consider optional vendor compensation plans such as tiered rates based on the age and type of debt?*  
No, unless otherwise negotiated, the commission rate is firm at 25% for all collections. All payments are to be remitted directly by the debtor to the FJD.

**Q29.** *Does the court add-on the contingency fee rate to each account PRIOR to assigning the account for collection OR does the vendor add-on the contingency fee rate after the account is assigned?*  
The FJD will add the legally authorized fee before assignment of the account to the vendor.

**Q30.** *Will Vendors be paid for collecting money associated with unpaid bail forfeitures and/or bail judgments? If so, how?*  
Yes. The vendor will be paid a collection fee of 25% of all payments received.

**Q31.** *Please explain the process for adding the simple interest (6%) to accounts. Will it be determined after contract award if the simple interest will be included for all or none of the accounts? In what situation does the FJD already add the simple interest? If the Vendor is required to add the simple interest to the accounts, how will the Vendor notify the FJD of the revised account balance?*  
Please refer to the amended RFP Provisions on the first page of this Q&A. This requirement will not be in the contract.

**Q32.** *Is the FJD open to suggestions from Vendors on how to handle the simple interest on accounts?*  
No, see Q31 above.

**Q33.** *Will the FJD provide with the debt placement any and all interest that may have accrued up to the date of placement? Is the 6% interest number a per annum interest rate? Does interest accrue daily or monthly?*  
No, see Q31 above.

**Q34.** *Will successful vendors be required to continue to age accounts? In other words, will successful vendors need to compute on going interest, or simply add interest through the date of placement?*  
No, see Q31 above.

**Q35.** *The RFP states that the FJD may request a vendor to reduce to judgment any debt not yet reduced to judgment. As a collection agency cannot operate as an attorney, will the FJD reimburse the vendor for attorney fees and costs incurred to reduce a debt to a civil judgment? Is the Vendor allowed to work independently to reduce the outstanding balance to a civil judgment? How will the Vendor be notified that the FJD has reduced the debt to civil judgment?*  
No, see Q31 above.

- Q36. *Will the FJD reimburse attorney fees and costs to file proofs of claim in bankruptcy and to contest attempts to discharge the amounts owed?*  
No, see Q31 above.
- Q37. *Will the FJD pay the costs to record judgments on real estate and UUC liens on personal property to secure the debt?*  
No, see Q31 above.
- Q38. *Have the claims already been reduced to judgment? If not, what percentage of the claims require the initiation of lawsuits to reduce the claims to judgment?*  
No, see Q31 above.
- Q39. *Will the vendor be required to pay filing fees for lawsuits commenced in the Philadelphia Court of Common Pleas or Municipal Court?*  
No, See Q31 above.
- Q40. *Will the FJD advance the cost of process service for lawsuits and subpoenas?*  
No, See Q31 above.
- Q41. *Will the vendor be required to pay the cost of issuance of subpoenas?*  
No, See Q31 above.
- Q42. *Will the vendor be required to pay the Sheriff of Philadelphia's fees for executions?*  
No, See Q31 above.
- Q43. *Will the FJD advance costs for lawsuits filed in Philadelphia Courts?*  
No, See Q31 above.
- Q44. *Will the FJD advance costs for executions to be prosecuted by the Sheriff of Philadelphia County?*  
No, See Q31 above.
- Q45. *Will the FJD advance costs for domestication of judgments in other counties or states?*  
No, See Q31 above.
- Q46. *Will the FJD advance costs for execution on judgments in foreign counties or states?*  
No, See Q31 above.
- Q47. *Will the vendor be authorized to forward claims to law firms in other counties or states for domestication of judgments and execution?*  
No, See Q31 above.
- Q48. *Is the FJD willing to place a parameter (e.g., dollar value, i.e. greater than \$5000) on the amount of debt subject to conversion from criminal to civil judgment?*  
No, See Q31 above.
- Q49. *Will the FJD allow a collection agency to subcontract with a law firm to reduce the outstanding balance to a civil judgment; pursue filing legal enforcement remedies to collect the FJD debts; file claims with the bankruptcy court; bank liens; personal property seizures; debtor examinations; and/or garnishments? Will the FJD allow the law firm to claim attorney*

*fees in addition to the contingency fee to offset the court filing fee costs, service of process fees/costs, and attorney time incurred with "debtor exams," preparing bank liens, bankruptcy court claim filings, garnishments and attending hearings, etc.?*

No, unless written request is submitted by the vendor justifying the necessity for such request, and unless the District specifically authorizes these additional services in writing on a case by case basis. See Q31 above.

**Q50.** *Please provide the name of the current vendor, the total commission paid to them in calendar year 2010, their fee, the recovery rate, as well as the current contract's term.*

Services commenced in 2008 with the current vendor, ACS State & Local Solutions, Inc. of Washington, DC. The FJD is not responsible for providing the current vendor with any direct compensation under the Agreement but rather the Vendor's collection fee is added to the bill of costs to be paid directly by the defendants. The initial term of the Agreement expired on September 29, 2011, but upon mutual agreement of the parties, services are anticipated to continue on a month to month basis through completion of this bid process and full execution of a subsequent agreement with the selected vendor. Consistent with the terms of the agreement, ACS' fee percentage is sixteen and 83/100 percent (16.83%) of the defendant's payment. The commission they recovered for their services during calendar year 2010 was approximately \$511,470.

**Q51.** *What has been the historical rate of return or liquidation rate provided by any incumbent(s), and/or what is anticipated or expected as a result of this procurement?*

The historical rate is estimated at approximately 1.5%; the FJD is anticipating an increased return rate of 4% or more.

**Q52.** *How many accounts and what is the dollar value for assignments in the years 2007, 2008, 2009, and 2010? How many dollars were collected? What is the liquidation rate for each type of debt listed above? How many accounts/dollars were withdrawn back by the FJD by debt type over the term of the contract? How many accounts/dollars were paid by the debtor directly to the FJD in an effort to avoid the collection agency? Was the contractor credited with these payments? How is the contractor notified of payments made by debtors directly to the City?*

Statistics for 2007, 2008, and 2009 as well as withdraw rates are not available at this time. Once referred, the debtor cannot avoid payment of the collection fee unless and until the account is returned to the District for further collection and processing.

**Q53.** *The RFP lists the Criteria for Selection provision on page 2 but does not identify the weight for each category; please provide.*

The categorical areas for evaluation of proposals are clearly stated in all RFPs. Upon kickoff of the selection phase of the bid process, the Selection Committee unanimously establishes the individual weight(s) of each category prior to review of any bid submittals.

**Q54.** *To what extent will the location of the selected vendor's call center and/or corporate headquarters have a bearing on any award?*

The location of the selected vendor's call center or corporate headquarters will not be a determination factor in selection, however pursuant to all applicable subsections of Provision F(2) of the RFP, the selected vendor must provide an opinion letter from its legal counsel stating that the Vendor is qualified to do business in Pennsylvania and the City of Philadelphia and, as such, is not prohibited by articles of incorporation, bylaws, or the law under which it is incorporated from performing any services required under an agreement with the FJD. This opinion letter will acknowledge that the FJD is relying on said opinion in awarding and executing the Contract.

Furthermore, no contract will be awarded to a Vendor who is a foreign nation corporation or is operating under a fictitious or assumed name, unless the Vendor has complied, or has agreed to comply, with the regulations governing proper registration under the laws of the State of Pennsylvania and any business privilege requirements of the City of Philadelphia.

**Q55.** *Will the FJD permit a vendor to acquire the authorization to do business in Pennsylvania after award or must the permit be in placed as prior to the RFP response submittal date?*  
See response to Q56 above

**Q56.** *When is the anticipated contract award date, start date, and term? Will there be any renewal options?*  
Subsequent to bid closing, all bids are evaluated by a Selection Committee comprised of authorized representatives of the FJD. Pending approval of the Committee's recommendation by the Administrative Authority and after a successful negotiation process, the term of the contract is anticipated to commence by January 1, 2012. Subject to stated provisions, the initial term will be three years with two additional one year renewal terms at the discretion of the FJD.

**Q57.** *Should Vendors submit one book marked as "Original" that contains original signatures and the remaining four books marked as "Copy"? Or are original signatures required in all five copies of the response?*  
Proposals should be submitted as one original supported by four copies.

**Q58.** *Must this proposal be accompanied by a bond? If so, what is the value of the bond and what are the requirements for the bond?*  
At this time, a bond or deposit is not required; however, the FJD reserves the right to elect at a later date if necessary.

**Q59.** *Is insurance required? If so, what are the requirements? If bond is not required, would the FJD negotiate reasonable liquidation damages?*  
The selected Vendor shall, at its sole cost and expense, procure and maintain, or cause to be procured and maintained, in full force and effect, the types and minimum limits of insurance specified by the FJD, covering the selected Vendor's performance of the Services. The selected Vendor shall procure, or cause to be procured, all insurance from reputable insurers admitted to do business on a direct basis in the Commonwealth of Pennsylvania or otherwise acceptable to the FJD. All insurance, except Professional Liability insurance, shall be written on an "occurrence" basis and not a "claims-made" basis. In no event shall the selected Vendor perform any Services or other work until the selected Vendor has delivered or caused to be delivered to the FJD the required evidence of insurance coverages. Further information regarding insurance will be provided in the subsequent Professional Services Agreement between the selected vendor and the FJD.

**Q60.** *Will the FJD be providing a draft contract to serve as the basis for the negotiations?*  
Yes.

**Q61.** *Are Vendors permitted to mark portions of their proposal response proprietary/confidential? If so, are there any restrictions on the type of information that can be designated as proprietary/confidential and how should these pages be marked in the proposal response?*  
See Provision U, Public Disclosure, of the RFP.

**Q62.** *Can you please provide greater explanation of your expectations related to any required subcontracting to minority-owned, women-owned, or other types or categories of small or*

*disadvantaged businesses? For example, what is required with the proposal, and what is required to comply during the term of the contract?*

The Selected Vendor will be required to assume all responsibility for all services offered in his/her proposal whether or not s/he produces them. Further, the FJD will consider the selected vendor to be the sole point of contact with regard to all contractual matters. Notwithstanding the obligations required in Provision 2(f), Nondiscrimination, as stated in Provision 2(3), prime proposers are encouraged to utilize and identify Disadvantaged Minority, Women and Disabled Owned Business Enterprises (M/W/DSBE). Consistent with the Administrative Office of Pennsylvania Court's protocol, utilization of M/W/DSBE registered organizations is not a requirement.

*Q63. Please clarify if the M/W/DSBE's need to be registered in Philadelphia.*

Although not a requirement consistent with FJD projects as stated above, for your convenience, the City of Philadelphia's Office of Economic Opportunity ("OEO" formerly known as "MBEC") is located at 1515 Arch Street, 12<sup>th</sup> Floor, Philadelphia, Pennsylvania 19102-1666, (215) 683-2000.

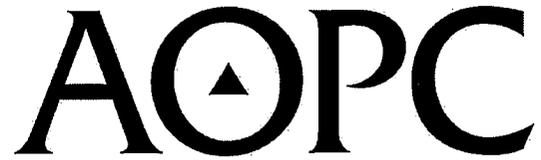
*Q64. Is there a preferred MBE/WBE list the city has available for companies expecting to submit a proposal in response to the RFP.*

See responses to Q62 and Q63 above.

*Q65. Page 5 e – Will vendors receive additional "points" or credit for utilizing M/W/DSBE? If so, how is that determined?*

No.

~~ END ~~



**Electronic Collection Referrals (CPCMS)  
Placement File**  
(Project: DE0021)

**File Specifications & Data Dictionary**  
*Vendor Version*  
Version 1.0

Created By: Maruf Singer  
Team: AOPC – Data Hub Team  
Last Updated: 7/25/2011 4:30 PM

AOPC  
**Electronic Collection Referrals (CPCMS)**

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### Requirements Overview

<b>AOPC Project ID:</b>	DE0021
<b>AOPC Task ID:</b>	
<b>Created By:</b>	Maruf Singer
<b>Date Created:</b>	7/25/2011 4:30 PM
<b>Last Updated By:</b>	Maruf Singer
<b>Date Last Updated:</b>	7/25/2011 4:30 PM
<b>Application/Process Name:</b>	Electronic Collection Referrals (CPCMS)
<b>Business Description:</b>	In certain circumstances, the Courts refer cases to private collection agencies to facilitate a collection process towards costs/fines and restitution that the Court has been unsuccessful in collecting. The Electronic Collection Referrals process assists in automating the referral of cases to collection agencies.

### Revision History

<b>Date:</b>	<b>Description:</b>	<b>Author:</b>
07/25/2011	Creation of document.	Maruf Singer

AOPC  
**Electronic Collection Referrals (CPCMS)**

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**Technical Requirements**

<b>Requirement(s):</b>	The collection agency will need to have entered into a signed contract with the county and have the ability to access the AOPC's FTP server ( <a href="http://common.pacourts.us">http://common.pacourts.us</a> )
<b>File Structure:</b>	All files provided to the collection agency are in Pipe-Delimited (" ") format (ASCII) as TXT files. Layouts are provided below.
<b>Collections Process:</b>	The normal process for Collections is as follows: (1) Batch file is approved for referral to collections by the court, and the payment plan status is updated. (2) Collections process runs, creates and writes the files to FTP folder for Collection Agency to pick up.
<b>Business Rules:</b>	<b>Placement File:</b> (contains information about the case/payment plan being referred, adjustments and those being returned from collections) • Case has a payment plan status of ("Referred")
<b>Delivery Method:</b>	FTP – The collection agency will be set up with a login and password to access the AOPC's FTP server to pick up files for the county they are working with for collections.
<b>Delivery Schedule:</b>	As batches are approved by the County – process will run and files will be created - placed on the FTP site for pick up.
<b>Delivery Location:</b>	FTP Server: <a href="http://common.pacourts.us">http://common.pacourts.us</a> Once the Collection Agency's login is created and is logged in, they will see each county(s) abbreviation (4 letter code) that the collection agency is working with. Going into each county's folder will take you to the data files to be retrieved for that county.
<b>AOPC Contact:</b>	Ami Levin – Data Hub Project Manager ( <a href="mailto:ami.levin@pacourts.us">ami.levin@pacourts.us</a> , 717-795-2000)

# AOPC Electronic Collection Referrals (CPCMS)

## Table and Column Glossary and Definitions

### PLACEMENT FILE LAYOUT (CPCMS Payment Recovery)

File Name: placement.txt

Field #	Field Name	Max Size	SQL Type	Description	Required	Format/Notes
1	TransactionType	1	Tiny Int	Transaction Code	Y	0 = Add, 1 = Update, or 2 = Delete
2	PaymentPlanNumber	50	Varchar	Payment Plan Identifier	Y	In the CPCMS application, docket numbers (case numbers) are placed on payment plans when payment plans become delinquent. Also, in the CPCMS application a payment plan may have more than one docket number associated with it. Although in the CPCMS application the delinquency is payment plan based, the file submission process is at the docket number level. There are two exceptions: The [Install Amount] & [Payment Plan Arrearage Amount] will be reported at the payment plan level so if a payment plan has more than one docket number associated then this information will be repeated on each docket number record sent.
3	DocketNumber	21	Varchar	Docket Number	Y	
4	DisplayName	100	Varchar	Full Name of Defendant	Y	
5	LastName	30	Varchar	Last Name of Defendant	N	
6	FirstName	30	Varchar	First Name of Defendant	N	
7	MI	1	Varchar	Middle Initial of Defendant	N	
8	SSN	11	Varchar	Social Security Number of Defendant	N	
9	DOB	10	Varchar	Date of Birth of Defendant	N	yyyy-mm-dd
10	AddressLine1	60	Varchar	Home Address of Defendant	N	
11	AddressLine2	60	Varchar	Home Address of Defendant	N	
12	AddressLine3	60	Varchar	Home Address of Defendant	N	
13	CityName	50	Varchar	Home City of Defendant	N	
14	StateCode	2	Varchar	Home State Code of Defendant	N	
15	ZipCode	10	Varchar	Zip Code and Extension of Defendant	N	
16	PhoneNumber	10	Varchar	Phone Number of Defendant	N	
17	WorkAddressLine1	60	Varchar	Work Address of Defendant	N	

Electronic Collection Referrals (CPCMS)

Field #	Field Name	Max Size	SQL Type	Description	Required	Format/Notes
18	WorkAddressLine2	60	Varchar	Work Address of Defendant	N	
19	WorkAddressLine3	60	Varchar	Work Address of Defendant	N	
20	WorkCityName	50	Varchar	Work City of Defendant	N	
21	WorkStateCode	2	Varchar	Work State Code of Defendant	N	
22	WorkZipCode	10	Varchar	Work Zip Code	N	
23	BalanceDueAmount	10	Money	Balance of Case Assessments due	Y	This is the amount still owed including the collection fee (if assessed by the county).
24	PaymentPlanFrequency	25	Varchar	Frequency payments were due before being referred to collections	N	Values: Single Payment, Weekly, Bi-Weekly, Monthly, Bi-Monthly, Quarterly, Semi-Annually, Annually.
25	InstallAmount	10	Money	Amount due for each payment	N	
26	LastPaymentDate	10	Date	Last Payment made	N	
27	LastPaymentAmount	10	Money	Last Payment amount	N	yyyy-mm-dd
28	PaymentPlanArreageAmount	10	Money	Sum of installment amounts in Arrears	N	Total amount of installment amounts overdue. yyyy-mm-dd This field is the probation end date when a payment plan fixed end date is entered into CPCMS; otherwise this field is just the calculated Last Payment Plan Installment Date.
29	SupervisoryExpDate	10	DateTime	Date Last Payment on Payment Plan is due	N	
30	RestitutionOwed	1	Bit	Indicator if any part of money owed is associated to restitution	N	1 = Yes or 0 = No
31	LegacyDocketNumber	20	Varchar	Docket Number if case was migrated to the CPCMS system from a Legacy county system	N	
32	Title	10	Varchar	Title of Lead Offense	N	
33	Section	10	Varchar	Section of Lead Offense	N	
34	Subsection	10	Varchar	Subsection of Lead Offense	N	
35	LeadOffenseDescription	100	Varchar	Lead Offense Description	N	
36	SentenceDate	10	Date	Sentence Date of Lead Offense	N	yyyy-mm-dd