



CITY OF OCEANSIDE

REQUEST FOR PROPOSAL

RFP

COLLECTION AGENCY SERVICES

Proposal Issue Date
March 4, 2010

Proposal Submittal Due Date
April 9, 2010
3:00 P.M.

Proposals delivered after the deadline, to the wrong location, or with insufficient postage will be rejected and returned unopened.

SEND PROPOSALS TO:

City of Oceanside
Financial Services Department
300 North Coast Highway
Oceanside, CA 92054
ATTN: Teri Shoemaker

City of Oceanside
Request for Proposal: Collection Agency Services

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I. BACKGROUND INFORMATION

A. General

The City of Oceanside, California, is located 35 miles north of the City of San Diego on the southern California coast and provides a full range of municipal services. The City serves an area of 42 square miles with a culturally diverse population of over 180,000. We can be found on the web at: www.ci.oceanside.ca.us.

The City incorporated in 1888, and has a Council/Manager form of government. The City Council consists of a Mayor and four Council Members. The City's fiscal year begins on July 1 and ends on June 30. The general fund operating budget for the City is in excess of \$101 million with approximately 990 full-time employees.

The City provides the full range of services normally associated with a municipality including police, fire, parks and recreation, library, planning and zoning, building and engineering, water and sewer services, various maintenance services and administration. Solid waste collection is provided through a contract agreement with a refuse collection service provider.

II. SPECIFICATIONS/SCOPE OF SERVICE

The City of Oceanside (the “City”) is soliciting proposals from qualified firms and agencies to provide full-service revenue collection for unpaid and delinquent accounts receivable. The City desires to enter into an agreement for professional services with a qualified firm or agency who can demonstrate competency and experience in providing Collection Services. We seek an experienced and effective Contractor that minimizes City costs, maximizes the use of available technology, provides excellent client service, and performs thorough and complete collections. The unpaid and delinquent accounts receivable may include, but is not limited to:

- Collection on delinquent water, refuse, and sewer accounts where customers have balances owing on their City utility bills.
- Collection on miscellaneous delinquent accounts receivable items where customers have not paid for services or charges from the City.
- Collection on delinquent ambulance billing accounts where customers have not paid for services and charges performed by the City’s ambulance units.
- Collection on delinquent parking citations where registered owners of vehicles have not paid for a citation(s) issued due to a parking violation within the City limits.

A committee will evaluate proposals submitted. During the evaluation process, the City reserves the right, where it may serve the City’s best interest, to request additional information or clarifications from firms submitting proposals. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. By submitting a proposal, the firm is providing a guarantee to the City that, if chosen, they will be able to provide the proposed services during the period of time discussed in this Request for Proposal (“RFP”). There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The City has a standard two-party contract agreement, to which adherence is assumed unless specific objections are noted in the proposal by the candidate firm. The standard agreement is attached (Appendix B). Please note the insurance requirement in the agreement. The successful firm will also be required to obtain a City of Oceanside Business License.

The following terms, conditions, and specification are not negotiable. Any bid that attempts to change the City’s terms, conditions, or specifications will be rejected. Questions regarding this solicitation must be in writing and should be directed to Teri Shoemaker, Supervising Accountant Fax (760) 439-9011 or email tshoemaker@ci.oceanside.ca.us. No phone calls will be accepted.

A. Specific Requirements

1. The Agency should outline in the proposal the recommended collection efforts to be employed by the Agency for the various types of accounts assigned to it (letter writing, account assignment, etc.). If the Agency has recommendations regarding the proper and legal manner to notify customers of an account assignment, please clearly indicate any cost alternatives in your proposal.
2. Agency shall provide in the proposal, detailed steps that will be taken once the account is received from the City, and the number of contacts and procedures that will be taken (please distinguish the steps to be taken for each type of collection method recommended).
3. City shall provide documentation to Agency for each account, including name, any available customer information, last known address, account number, and balance due.
4. City shall submit delinquent accounts for collection via hard copy, e-mail, electronic file or in writing. Delinquent accounts will be assigned to the Agency on a monthly basis. Agency shall provide acknowledgement within 10 days of account placement via the same method that the account was submitted.
5. Agency should indicate whether the City will have access to the Agency's database via web link or other methods in order to determine the progress of the collection efforts.
6. Agency should indicate how they will instruct consumers to submit payments (either to the Agency or the City) depending on the collection method utilized.
7. Agency shall discuss their recommended use of skip tracing on delinquent accounts. Agency to provide specific tools used to conduct skip tracing.
8. Agency shall indicate policy on when delinquent accounts will be reported to the three major credit bureaus. Reporting must be done in accordance with all federal, state and local laws, including but not limited to the Fair Debt Collections Practices Act, the Federal Equal Credit Opportunity Act, and the Consumer Credit Protection Act. The City will retain the right to cancel accounts and/or remove items from credit reporting agencies without being subject to collection agency fees. The Agency shall provide a copy of the credit bureau notification to the City.
9. For accounts that are assigned to the Agency, all customer contact, including notices, mailing, itemizations, small claims, bankruptcy filings, and miscellaneous requests and inquiries, is the sole responsibility of the Agency. The Agency will be fully responsible for maintaining accurate records of all correspondence, documents, accounting records, transactions and other

relative evidence. Agency will also be solely responsible for any and all costs incurred in and associated with the collection of debts referred to it by the City.

10. Agency shall make a minimum of two written or telephone contacts for each account (unless the account clears sooner) within forty-five (45) days of receipt of account.
11. Agency shall have the ability to submit as agent of the City to Franchise Tax Board ("FTB") all qualifying delinquent accounts, and track, monitor and report to the City the results of the submission.
12. Agency shall collect and deposit payments from customers and on no less than a monthly basis submit a check to the City for all monies collected, less collection fees, along with a report including the account name and number, amount collected, and collection fees.
13. Agency shall provide to the City a monthly report on the status of each account including; utility account number, customer name, the amount received, the charges waived, the balance due and date of last payment, and the actions taken on the account. Agency should immediately advise the City of any account that is paid in full or deemed uncollectible. If an account is deemed uncollectible, information regarding this determination must be provided to the City.
14. Agency shall provide to the City monthly financial summary reports including totals for receipts, net accounts receivable, total accounts receivable and collection percentage.
15. Agency shall provide to the City an annual financial summary report as of June 30 (City's fiscal year end) including totals for receipts, net accounts receivable, total accounts receivable and collection percentage. This report should be submitted to the City no later than July 30th of each year.
16. Agency shall guarantee the confidentiality, security and safety of all files, documents, and information provided by the City, except as to disclosure required by federal and state laws and regulations.
17. Agency will exercise its best ethical, prudent, lawful and professional efforts to secure collections on all accounts referred by the City. Collections activities shall comply with all federal, state and local laws, including but not limited to the Federal Fair Debt Collection Practices Act.
18. Agency will process all customer payments in accordance with applicable Payment Card Industry (PCI) security requirements.

19. In accordance with the Fair and Accurate Credit Transaction (FACT) Act of 2003 (Red Flag Rules), the vendor must have an identity theft prevention program in place.
20. Agency shall be HIPPA (Health Insurance and Portability and Accountability Act of 1996) compliant and maintain compliance throughout the term of the contract.
21. Agency shall meet with City staff upon execution of contract to discuss all the goals of the relationship, the services to be provided and other topics relevant to performing collections on behalf of the City. The Agency shall assign a representative or contact person to the City. Furthermore, Agency shall meet with City staff on a quarterly basis (or as-needed if issues arise) to discuss all services and how the Agency and City can work together to further reduce debt owed. The City will provide overall guidance on the conduct of the collection service, as it reflects upon the City's policies and reputation. The Agency will agree to employ courteous business procedures to the end of maintaining the City's goodwill. The Agency shall also provide updates to the City on changes in federal and state laws related to credit and collections.
22. The City reserves the right to add additional accounts receivable collection items to the existing contract. Agency agrees pricing will be the same for any additional receivables.
23. At any time, all records of the Agency pertaining to the City shall be subject to inspection, review, or audit by City, state or federal officials, during the contract period and for seven (7) years after the termination of the contract.
24. Agency shall not assign or subcontract any portion of this agreement or transfer or assign any claim, pursuant to this contract, without the written consent of the City.
25. Agency shall make contacts with delinquent accounts under the name of the Agency and not the City of Oceanside.
26. The Agency agrees to maintain a City of Oceanside business license for the duration of the contract.
27. Any settlement of principal or charges shall be agreed upon in writing between the Agency and the City, prior to acceptance.
28. Currently, the first \$9.50 of every parking citation is forwarded to the State and County, this portion of the debt will not be subject to any collection agency fees. Any future increases to parking citation fees imposed by the State and County shall also not be subject to any collection agency fees.

29. The City reserves the right to terminate the contract at any time by providing thirty day written notice for convenience or cause.
30. In the event of contract termination or the bankruptcy/dissolution of the agency, all accounts and documentation relating to City accounts shall be returned to the City, regardless of status or payment arrangements made with consumers.

III. INSTRUCTIONS AND INFORMATION

A. Vendor Information (submittals):

Please submit seven (7) hard copies of your proposal to the City of Oceanside. No proposals exceeding five (5) pages will be accepted (excluding attachments). The successful bidder will be asked to sign a contract. For informational purposes a sample agreement has been included with this RFP. Do not execute the contract at this time.

Timeframe for selection and implementation is as follows:

March 19, 2010	Deadline for questions
April 9, 2010	Proposals due
April 12- April 20, 2010	Evaluation of Proposals
April 21- April 23, 2010	Interviews of Firms
April 26, 2010	Final selection of vendor
June 23, 2010	Present to Council & Contract Execution

The proposal must contain the following specific information:

1. Letter of transmittal signed by an individual authorized to bind the proposing entity stating the Agency has read and will comply with all terms and conditions of the RFP.
2. General information about the firm, including the size of the organization, location of offices, years in business, organizational chart, name of owners and principal parties, number and position titles of staff. Information regarding any collection associations of which the Agency and its staff are members should be included.
3. Qualifications of staff proposed for the assignment, their position in the firm, and types and amount of equivalent collection experience. Be sure to include any municipal agencies they have worked with and their level of involvement. A description of how overall supervision will be provided should be included (this can be included as part of an attachment).
4. A description of the methodology that would be followed in carrying out the Agency's responsibilities. Clearly describe all collection services

you propose to provide to the City. As a part of the description, identify the responsibilities of the City and the responsibilities of the Agency. Also describe the coordination required between customer, the City, and the Agency if an account is assigned. Please provide any additional information or suggestions that will aid in the City's selection process.

5. Provide sample copies of the type of reports the City could expect to receive from the Agency for each major source of revenue (previously listed). Each report should be clearly marked as to the type of information the particular report is trying to convey (this can be included as part of an attachment). A monthly report on the amount assigned, the amount collected, the amount returned and the overall collection rate is required.
6. Provide sample letters to be sent to delinquent accounts. Be sure to indicate what collection method each letter pertains to (this can be included as part of an attachment).
7. A list of the municipal agencies your Agency has worked with during the past three years. Provide the following information for three collection projects which are similar in size and scope to the project requested by this proposal:
 - a. Name, address and telephone of the agency
 - b. Time period for the project
 - c. Brief description of the scope of the collection efforts
 - d. Recommended collection procedures
 - e. Person to contact for a reference
8. A statement as to the ability of the Agency to make collections in all fifty states and the Agency's ability to file reports with all three national credit bureaus.
9. Clearly describe and outline your fees for the services. Be sure to differentiate the fees between the various collection methods being proposed. The cost proposal should be provided in table form, with costs for each task, each key area of focus, and any maximum costs.
10. A statement of the dollar amount of an account under which your Agency will not actively pursue regular collection and/or legal action.
11. Provide overall information to show the average number of days required by your Agency to complete a collection and forward the monies to your customer. In addition, list historical collection percentages achieved by your Agency for the various sources of

revenue listed in the RFP, as well as the ratio of employees to total number of collection accounts your Agency is responsible for.

12. A statement of the services your Agency feels differentiates you from other agencies.
13. The selected consultant will be required to sign a contract in a form similar to that presented in Appendix B. Any anticipated changes should be outlined in the proposal. Additionally, any concerns regarding the contract should be included.
14. Provide a statement indicating adherence to the 30 itemized requirements. The statement should note if there are any requirements that can not be met along with an explanation of why the requirement can not be met.

B. Evaluation Criteria

A review committee will judge the merit of Proposals received in accordance with the general criteria defined herein. Failure of proposers to provide in their Proposal any information requested in this RFP may result in disqualification of the Proposal. The sole objective of the review committee will be to select the Proposal that is most responsive to the City's needs.

1. Proposed collection methods and approach in completing the work (primary determinant).
2. Adequacy and completeness of the Proposal with regard to the specified information.
3. Demonstrated competence and professional qualifications necessary for satisfactory performance of the work required by the City.
4. Recent experience in successfully performing similar services.
5. Background and related experience of the specific individuals to be assigned to this project.
6. The total cost will be considered in the analysis, but cost will not be used as the sole consideration.

As reflected above, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating the proposals and discussing them further with the finalists or the tentatively selected contractor, the City reserves the right to further negotiate the proposed work and/or method and amount of compensation.

C. Scope Changes, Additions And Deletions

All changes in proposal documents shall be through written addendum and furnished to all Proposers. Verbal information obtained otherwise will NOT be considered in the award process.

D. Rejection of Proposals:

The City of Oceanside reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received and to accept any portion of Proposal or all items of Proposal if deemed in the best interest of the City to do so.

E. Proprietary Information:

Any restrictions on the use of data contained within a Proposal must be clearly stated in the Proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable City Procurement Regulations and the California Public Records Act.

F. Response Materials Ownership:

All materials submitted regarding this RFP become the property of the City. Responses may be reviewed by any person at Proposal opening time and after final selection has been made. The City has the right to use any or all collection ideas presented in reply to this request, subject to the limitations outlined in Proprietary Information above. Disqualification of a proposer does not eliminate this right.

G. Incurring Costs:

The City is not liable for any cost incurred by Proposers prior to issuance of an agreement, contract or purchase order.

H. Acceptance of Proposal Content:

The contents of the Proposal of the successful Proposer will become contractual obligations if contractual agreements action ensues. Failure of the successful Proposer to accept these obligations in a purchase agreement, purchase order, contract, delivery order or similar acquisition instrument may result in cancellation of the award and such Proposer may be removed from future solicitations.

I. Presentation:

All proposals shall be prepared in a comprehensive manner as to content; however, no necessity exists for expensive binders or promotional material. All costs, including travel and expenses, incurred in the preparation of this proposal shall be borne solely by the proposing firm.

APPENDIX A

LISTING OF CITY REVENUE SOURCES

- Collection on delinquent water, refuse, and sewer accounts where former customers have balances owing on their City utility bills.

The City bills approximately 43,000 utility customers monthly, with total billings of approximately \$70 million annually. Projected number of accounts to be sent to the Agency annually are 600, totaling approximately \$180,000.

- Collection on miscellaneous delinquent accounts receivable items where customers have not paid for services or charges from the City.

The City has several sources of miscellaneous receivables including:

- Driving under the influence (DUI) billings
- Library fine billings
- Unreturned library item billings
- Property damage billings
- Employee loans
- False alarm billings
- Administration citation billings
- Water testing
- Construction Certificates
- Lost/Stolen Construction Meters
- Retiree & Cobra Benefits
- Returned checks

The City projects approximately 300 miscellaneous accounts will need collection services annually, totaling approximately \$110,000

- Collection on delinquent ambulance billing accounts where customers have not paid for services and charges performed by the City's paramedic units.

The City bills approximately 7,400 ambulance customers annually, with total billings of approximately \$4.1 million. Projected accounts to be sent to the Agency annually are 1,700, totaling approximately \$1,000,000.

- Collection on delinquent parking citations where registered owners of vehicles have not paid for a citation(s) issued due to a parking violation within the City limits.

The City issues approximately 58,000 parking citations annually, with total billings of approximately \$2.9 million. Projected accounts to be sent to the Agency annually are 8,700, totaling approximately \$850,000.

- Collection on parking citations from prior fiscal years where efforts to collect have been exhausted.

The City has approximately \$5.5 million in uncollected parking citations from prior fiscal years that could be a potential revenue source if collected.

CITY OF OCEANSIDE

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, dated _____, 20__ for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and _____, hereinafter designated as "CONSULTANT."

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **SCOPE OF WORK.** The project is more particularly described as follows:
[insert a brief description of the work to be done].
2. **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the Financial Services Director. CONSULTANT shall be solely responsible for the performance of any of its employees, agents, or subcontractors under this Agreement. CONSULTANT shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.
3. **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this Agreement.
4. **LIABILITY INSURANCE.**
 - 4.1. CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.

4.2 CONSULTANT shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance
(bodily injury and property damage)

Combined Single Limit Per Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000*

Commercial General Liability Insurance
(bodily injury and property damage)

General limit per occurrence	\$ 1,000,000
General limit project specific aggregate	\$ 2,000,000

<u>Automobile Liability Insurance</u>	\$ 1,000,000
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*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

- 4.3** If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY'S Project Manager promptly of all losses or claims over \$25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.
- 4.4** All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and employees shall be excess only and not contributing with insurance provided pursuant to this Section.
- 4.5** All insurance companies affording coverage to the CONSULTANT pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.
- 4.6** All insurance companies affording coverage shall provide thirty (30) days written notice to the CITY should the policy be cancelled before the expiration date. For the purposes of this notice requirement, any material

change in the policy prior to the expiration shall be considered a cancellation.

- 4.7 CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.
- 4.8 CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.
- 4.9 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.
5. **PROFESSIONAL ERRORS AND OMISSIONS INSURANCE.** Throughout the duration of this Agreement and four (4) years thereafter, the CONSULTANT shall maintain professional errors and omissions insurance for work performed in connection with this Agreement in the minimum amount of One Million Dollars (\$1,000,000.00).

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

6. **CONSULTANT'S INDEMNIFICATION OF CITY.** CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of CONSULTANT'S work, including the negligent acts, errors or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees founded upon, resulting or arising from the conduct, tortuous acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONSULTANT.

7. **OWNERSHIP OF DOCUMENTS.** All plans and specifications, including details, computations and other documents, prepared or provided by the CONSULTANT under this Agreement shall be the property of the CITY. The CITY agrees to hold the CONSULTANT free and harmless from any claim arising from any use, other than the purpose intended, of the plans and specifications and all preliminary sketches, schematics, preliminary plans, architectural perspective renderings, working drawings, including details, computation and other documents, prepared or provided by the CONSULTANT. CONSULTANT may retain a copy of all material produced under this Agreement for the purpose of documenting their participation in this project.
8. **COMPENSATION.** CONSULTANT'S compensation for all work performed in accordance with this Agreement, shall not exceed the total contract price of \$__

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the City Engineer. CONSULTANT shall obtain approval by the City Engineer prior to performing any work that results in incidental expenses to CITY.
9. **TIMING REQUIREMENTS.** Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. All work shall be completed in every detail to the satisfaction of the Engineer within [number of working or calendar days] [project manager may insert a phased timing requirement instead of time certain, if desired].
10. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.
11. **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

The CONSULTANT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

12. **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.
13. **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.

[NAME OF CONSULTANT]	CITY OF OCEANSIDE
By: _____ Name/Title	By: _____ City Manager
Date: _____	Date: _____
By: _____ Name/Title	APPROVED AS TO FORM:
Date: _____	_____ City Attorney
_____ Employer ID No.	

NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.