



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Tom Potter, Mayor
Kenneth L. Rust, Chief Administrative Officer

Bureau of Financial Services
Jennifer Sims, Director & CFO
1120 S.W. Fifth Avenue, Rm. 1250
Portland, Oregon 97204-1912
(503) 823-5288
FAX (503) 823-5384
TTY (503) 823-6868

July 7, 2008

Re: **RFP NUMBER: OMF041**
DESCRIPTION: Collection of Past Due Accounts

On June 27, 2008 proposal submittals were received in response to the above RFP. Evaluation of these submittals has been completed. The City of Portland intends to short list the following firms to continue on with the oral interviews phase of the selection process. This shall be final seven (7) calendar days after the date of this letter.

- *MSB Government Relations*
- *Professional Credit Service*
- *Active Credit Services, Inc*

Any respondent who contends it is eligible for the short list and feels adversely affected or aggrieved by the City's decision, must submit to the Purchasing Agent a written protest within seven (7) calendar days from the date of issuance of this letter or its protest is waived. Forward written protests to:

Purchasing Agent
City of Portland
Bureau of Purchases
1120 SW Fifth Avenue, Room 750
Portland, OR 97204

Any written protest shall specify the grounds upon which the protest is based.

On behalf of the City of Portland, I wish to take this opportunity to thank you for your interest and effort in participating in our solicitation process. To request further information regarding this notification, please contact me at 503-823-4355 or via e-mail at: dstaneart@ci.portland.or.us

Sincerely,

Devra R Staneart
City of Portland
Bureau of Financial Services

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

www.portlandonline.com/omf/operations