

Central Collection Unit
Project Internal Stakeholder Communication
December 2012

Completed Activities

- Decision made to proceed with outside vendor (RFP) for a technical solution to meet timelines for CCU's operability
- Identified all agencies to include in CCU conversion
- Scheduled and conducted conference calls with the following agencies to understand types of revenue and delinquent debt practices....DDOE, OCTO, DGS, DCPL, DPR, FEMS, MPD, DHCF
- Submitted CCU position descriptions and organization chart to Human Resources to approve and begin hiring process
- Completed content for Delinquent Debt Notice and Proposed Rulemaking legislation for January 13, 2013 posting
- Completed initial agency procedures for preparing and submitting debts to the CCU

Planned Activities

- Issue procedures to agencies concerning the transfer of delinquent debt to the CCU, the required meetings, processes and data – January 25, 2013
- Complete draft RFP for technical solution, send to procurement – January 25, 2013
- Meet with Xerox to modify DMV file to include collection fee - January 15, 2013
- Begin staffing the CCU organization – January 31, 2013
- Complete meetings with all agencies regarding current treatment of delinquent debt – January 31, 2013
- Develop and post informational webpage of CCU mission and contacts – January 31, 2013
- Complete procurement package to obtain collections vendors – January 31, 2013
- Plan for CCU full processing of payment plan from DMV at expiration of MOU March 31, 2013
- Draft District-wide procedures for reporting monthly delinquent Accounts Receivable to the CCU. – March 31, 2013

- Work with UMC to develop a collections contract to replace existing PO for collection services - March 31, 2013
- Work with UDC and legal team to determine contract transition to CCU
- Plan implementation of technical solution – April 30, 2013
- Award contract for services to CCU implement technical solution – May 2013
- Agency delinquent debt to be transferred to CCU at 3/31/2013 interim close for analysis prior to system operation

Metrics

FY13 Year to Date through November (2 months)

Agency	Revenue	Expenses
DMV	\$2,210,757	\$406,779
MPD	\$1,836,449	\$337,907
UMC	\$1,608	\$193
TOTAL	\$4,048,814	\$744,879

Payment plans to Date through December (3 months)

Insurance Payment Plans	65
Ticket Payment Plans	1255

Risks/Issues

- Availability of delinquent receivables data in electronic format varies greatly by agency
- Accounting practices for delinquent debt vary by agency
- Agency treatment of bad debt does not meet accounting standards
- Long lead time for Procurement processing of RFPs
- Long lead time for Human Resources response to personnel requisitions