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DIVISION OF FINANCE
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# ADDENDUM 1
# RFP #20-0038
# LEGAL SERVICES FOR THE COLLECTION OF DELINQUENT PERSONAL PROPERTY TAX JUDGEMENTS AND UNCOLLECTED CONSUMER PROTECTION JUDGEMENTS

July 15, 2020

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for ***Legal Services for the Collection of Delinquent Personal Property Tax Judgements and Uncollected Consumer Protection Judgements*** for Sedgwick County Counselor's Office.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized.*

**Question 1: Please reconfirm the due date for this procurement by providing it in response to answers to questions.**

*Answer: Please review this information found in RFP.*

**Question 2: Why has this bid been released at this time?**

*Answer: Please review this information found in RFP.*

**Question 3: Are bidders permitted to deviate in any way from any manner of quoting fees you may be expecting? For example, if there is a pricing page in the RFP, can bidders submit an alternate fee structure? If there is no pricing page in the RFP, do you have any preference for how bidders should quote fees or can bidders create their own pricing categories?**

*Answer: No.*

**Question 4: Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable.**

*Answer: N/A.*

**Question 5: Has the current contract gone full term?**

*Answer: N/A.*

**Question 6: Have all options to extend the current contract been exercised?**

*Answer: N/A.*

**Question 7: Who is the incumbent, and how long has the incumbent been providing the requested services?**

*Answer: N/A.*

**Question 8: To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award?**

*Answer: Please review this information found in RFP.*

**Question 9: How are fees currently being billed by any incumbent(s), by category, and at what rates?**

*Answer: N/A.*

**Question 10: What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?**

*Answer: N/A.*

**Question 11: To how many vendors are you seeking to award a contract?**

*Answer: Please review this information found in RFP.*

**Question 12: To what extent are these accounts owed by private consumers versus commercial businesses?**

*Answer: Primarily individuals within the Treasurer's Office. Primarily commercial businesses within the District Attorney's Office.*

**Question 13: 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?**

*Answer: Primary Placements.*

**Question 14: What collection attempts are performed or will be performed internally prior to placement? .**

*Answer: Delinquent statements, publication in newspaper.*

**Question 15: Will the selected vendor be allowed to litigate balances exceeding a certain dollar amount on your behalf, with your explicit approval?**

*Answer: Yes.*

**Question 16: What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?**

*Answer: When they have met statutory requirements.*

**Question 17: What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?**

*Answer: All accounts will be sent at one time.*

**Question 18: What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?**

*Answer: Please review this information found in RFP.*

**Question 19: 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?**

*Answer: No historical rate. Ideally 100% but realize that is lofty. We would hope for 80-90%.*

**Question 20: What billing servicer do you utilize?**

*Answer: N/A.*

**Question 21: Have all cases been fully adjudicated by the time of placement?**

*Answer: Yes.*

**Question 22: 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?**

*Answer: N/A.*

**Question 23: What is your case management/accounting software system of record?**

*Answer: Aumentum Harris.*

**Question 24: Who is your electronic payment/credit card processing vendor?**

*Answer: Gila LLC d/b/a MSB.*

**Question 25: What process should a vendor follow, or which individual(s) should a vendor contact, to discuss budget-neutral services outside of the scope of this procurement, but related to it, designed to recover more debt prior to outside placement and lower collection costs?**

*Answer: Delinquent tax notices are mailed, and publication of delinquent taxes are throughout the year.*

**Question 26: How do your current processes and/or vendor relationship(s) systematically determine if the death of a responsible party has occurred?**

*Answer: N/A.*

**Question 27: How do your current processes and/or vendor relationship(s) handle the a death of responsible party?**

*Answer: N/A.*

**Question 28: Do you have a designated process or policies around deceased accounts today, and what is envisioned in the future?**

*Answer: N/A.*

**Question 29: Do you currently search and file probated estate claims? Have you considered an automated tool to identify and file probated estate claims?**

*Answer: Claims are filed in probate estates if the county counselor's office receives notice.*

Firms interested in submitting a ***proposal***, must respond with complete information and **deliver on or before 1:45 p.m. *CST, July 21, 2020.*** Late ***proposals*** will not be accepted and will not receive consideration for final award.

**"PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE."**

Joe Thomas

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**Joseph E. Thomas, CPSM, C.P.M.**
**Director of Purchasing**

**JT/ch**