



SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE  
*Purchasing Department*  
525 N. Main, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 660-1839  
<http://sedgwickcounty.org/finance/purchasing.asp>

**ADDENDUM #1  
RFP #22-0024  
CHECK COLLECTION SERVICES**

April 12, 2022

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Check Collection Services for various departments.

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

**1. Can you give me clarification on the following response content on page 10?**

**6. Provide a list of all previously held accounts that have been cancelled or not renewed for the previous 10 years. Provide an explanation of the reason those terminations occurred.**

*Answer: Sedgwick County would like the vendor to provide information concerning any collections accounts that they cancelled or didn't renew in the last 10 years and why the accounts were cancelled or not renewed.*

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

*Answer:*

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, TUESDAY, April 19, 2022**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award. Bids/proposals that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, any delivery/courier service, or any other carrier of any sort are still considered late and shall not be accepted by the county.

**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: The Pricing Form is page 12 of the Request for Proposal document. As stated in the RFP:*

**VIII. Required Response Content**

All proposal submissions shall include the following:

17. Those responses that do not include all required forms/items may be deemed non-responsive.

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

*Answer: Sedgwick County is pleased with the current vendor.*

- 5. To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award?**

*Answer: None.*

- 6. How are fees currently being billed by any incumbent(s), by category, and at what rates?**

*Answer: The current rate is \$19.92 per collection. Sedgwick County receives a bill each month that shows the amount that needs to be paid and our office submits the payment.*

- 7. What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?**

*Answer: Last month's commission was \$79.92.*

- 8. To how many vendors are you seeking to award a contract?**

*Answer: Sedgwick County intends to award this contract to one (1) firm. However we do encourage collaboration, if deemed appropriate.*

- 9. What collection attempts are performed or will be performed internally prior to placement?**

*Answer: As stated in the RFP:*

**V. Scope of Work** (Page 5, Section A)

A. The county collection attempts shall be as follows:

1. Receive and attempt to process check through county designated bank during a period of not greater than 14 days.
2. Attempt to process each check twice through county designated bank.
3. Receive returned check and attempt to mail, through regular postal or certified, a notice to the consumer of the outstanding debt.
4. Scan returned check for electronic notification to collection firm not greater than 60 days from receipt from county designated bank. Electronic notification shall include check, name of department, reason for payment, and any relevant last known contact information.
5. Sedgwick County will attempt to receive payment for previously referred bad debt from any presenting consumer that is attempting to pay a current debt. Should the attempt be successful, Sedgwick County will notify vendor that no additional effort is necessary. Sedgwick County will not reimburse the firm for any cost associated with previously made attempts.
6. Sedgwick County will not make any collection attempts in addition to those listed above.

- 10. What billing servicer do you utilize?**

*Answer: Recheck, Inc.*

- 11. Have all cases been fully adjudicated by the time of placement?**

*Answer: No.*

**12. 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: Not at this time.*

**13. What is your case management/accounting software system of record?**

*Answer: SAP Financial Module, ATCI, and Aumentum.*

**14. Who is your electronic payment/credit card processing vendor?**

*Answer: Nexus, MSB, and Gila.*

**15. 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: Contact Jeremy Gibbs, Treasurer's office.*

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

*Answer: N/A (have not come across this yet).*

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

*Answer: N/A (have not come across this yet).*

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

*Answer: N/A (have not come across this yet)*

**19. Do you currently search and file probated estate claims? Have you considered an automated tool to identify and file probated estate claims?**

*Answer: No. We currently do not search and file probated estate claims.*

**20. Per Section(s) B 6, 7, and 8 (Page 5) - Please confirm if providing legal services is a requirement for contract award? If so, please provide the historical number of accounts placed for legal per year.**

*Answer: No, but preferred.*

**21. If legal is a requirement would the county consider paying costs?**

*Answer: No.*

**22. Please provide the number of accounts that are anticipated to be placed annually for collections?**

*Answer: 50 estimated from tag office and unknown for the various other Sedgwick County departments.*

**23. Who is the incumbent?**

*Answer: Please click on the below hyperlink to view the Approved Award, which displays the vendor and vendor rates, currently contracted by Sedgwick County for Check Collection Services.*

<https://www.sedgwickcounty.org/finance/purchasing/current-bids-and-proposals/previous-rfbsrfps/?year=&Keywords=check>

**24. What are the historical liquidation rates of incumbent?**

*Answer: 100% we will not settle for less than face value plus fees.*

**25. What is the current fee rate charged by the incumbent?**

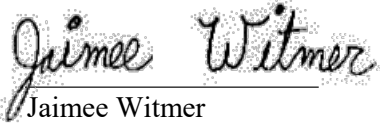
*Answer: See the answer to number 23.*

**26. Is the vendor responsible for collecting NSF check fees and penalties?**

*Answer: Yes.*

Firms interested in submitting a proposal, must respond with complete information and **deliver on or before 1:45 pm CDT, April 19, 2022**. 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.”**



Jaimee Witmer  
Purchasing Agent

JW/ch