

**ADDENDUM #2**

**CSB: Debt Collection Services  
PIN: 83622B0003**

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THE ADDENDUM IS ISSUED FOR THE PURPOSE OF AMENDING THE REQUIREMENTS OF THE COMPETITIVE SEALED BID AND IS HEREBY MADE A PART OF SAID COMPETITIVE SEALED BID TO THE SAME EXTENT AS THOUGH IT WERE ORIGINALLY THEREIN.

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- Part I: Vendor Questions & Answers**
- Part II: Rider for ESSTA Paid Safe and Sick Leave Law**
- Part III: Updated IFB page to supersede Exhibit IIA and IIB**
- Part IV: Updated PowerPoint Presentation**
- Part V: List of Attendees to Pre-Bid Conference**

All other Terms and Conditions remain the same.

Roman Shpolyansky  
**Agency Chief Contracting Officer**

## **Part I: Vendor Questions & Answers (Including Pre-bid Conference)**

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

Answer: As per Addendum #1 issued on 2/3/23, the new due date is 2/28/23 at 3:00PM EST.

**Question 2: What is the date by which you will answer these questions?**

Answer: All questions will be answered in writing via an addendum posted in PASSPort, as promptly as possible. The question deadline has been extended to 2/17/23.

**Question 3: Can you please provide greater details on how bids will be evaluated and how the selected vendor(s) will be chosen?**

Answer: Bid submissions will be tabulated in accordance with the New York City Charter, the Procurement Policy Board Rules and the terms and conditions of this Invitation for Bids. These contracts shall be awarded to the lowest responsive and responsible bidders whose bids meets the requirements set forth in the Invitation for Bids.

**Question 4: 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: This is a Competitive Sealed Bid (CSB). Bidders must submit their pricing directly via PASSPort Item Tab, according to the pricing structure outlined by DOF.

**Question 5: Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable?**

Answer: The Collections Division is satisfied with the performance of the current/recent vendors.

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

Answer: All previous and upcoming DOF debt collection contracts are not fee based. They are commission based.

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

Answer: Estimated payment to the primary parking vendor in Quarter 2 of FY'23 was \$1.2M.

**Question 8: To how many vendors are you seeking to award a contract?**

Answer: Six contracts will be awarded; two vendors per debt type.

**Question 9: What billing servicer do you utilize?**

Answer: DOF does not utilize a billing service. Debtors make payment directly to the Department of Finance via check, one of its business centers, or online via [www.nyc.gov/finance](http://www.nyc.gov/finance) or [www.nyc.gov/eservices](http://www.nyc.gov/eservices).

**Question 10: Have all cases been fully adjudicated by the time of placement?**

Answer: All cases that are assigned to the collection agency have been docketed.

**Question 11: 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: This determination will be made prior to the contracts start date.

**Question 12: What is your case management/accounting software system of record?**

Answer: ECB: Computer Assisted Collection Systems (CACS)  
Parking: Summons Tracking Account Receivable System (STARS)/CACS  
Business Tax: Business Tax System (BTS)

**Question 13: Who is your electronic payment/credit card processing vendor?**

Answer: The debtors make their payments directly to DOF and not to the collection agency. Therefore, this question is not applicable to this contract.

**Question 14: 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: During the bid process, all questions related to this procurement must be submitted to DOF via the discussion forum in PASSPort.

**Question 15: How do your current processes and/or vendor relationship(s) systematically**

**determine if the death of a responsible party has occurred?**

Answer: Upon receipt of a documentation, confirming the death.

**Question 16: Do you have a designated process or policies around deceased accounts today and what is envisioned in the future?**

Answer: The collection of the docketed debt ceases upon confirmation of the deceased debtor.

**Question 17: Do you currently search and file probated estate claims? Have you considered an automated tool to identify and file probated estate claims?**

Answer: DOF does not currently search and file probated estate claims. Regarding the automated tool, DOF is not considering that option at this time.

**Question 18: Can you please indicate what inbound and outbound contact methods, beyond phone calls or letters (such as email and text), would be permitted by the scope of work?**

Answer: A decision on contact methods, other than telephone and letters, will be made by DOF after to the registration of the contracts.

**Question 19: In the RFX, under "\$ Item," in the "Business" tab, in the "Label" column, it refers to "ECB Primary" and "ECB Secondary." Is that correct? Should it refer to "Business Excise Tax"?**

Answer: Yes, it is referring to Business Excise Tax. The Item Tab has been revised with the correct labeling.

**Question 20: When submitting questions for clarification through the PASSPort "Discussions with buyer" screen, do we address them to "All stakeholders" or to "Agency Contact"? (Who are "All stakeholders"?)**

Answer: Please refer all questions to the Agency Contact.

**Question 21: In the "View RFX" tab, it says, "Bid Opening Date: 02/20/2023 15:30 (Your Local Time). Just to confirm, is that Eastern Standard Time? (Our company headquarters is in Eastern Time Zone, but our Administrator for PASSPort is located in Central Time Zone. Whose "Local Time" is it referring to?**

Answer: The time zone indicated on the RFX is in Eastern Standard Time (EST).

**Question 22: What is the average balance for ECB, Parking and Excise Tax?**

Answer:

- Business Tax: Average collectible business tax balance = ~\$770M
- ECB: Collectible ECB balance (as of year-end FY22) = ~\$700M
- Parking: Collectible ECB balance (as of year-end FY22) = ~\$450M

**Question 23: How often under the current contract term has DOF imposed liquidated damages and to what extend (ie: dollar value)?**

Answer: No such incidents have occurred with the incumbent vendors.

**Question 24: Please confirm if there are required M/WBE Program participation goals under this contract.**

Answer: The M/WBE Participation Goal for this solicitation is 30%.

**Question 25: Please provide a historical view of the incentive dollars paid to incumbents during current contract term.**

Answer: None has been paid to date.

**Question 26: Please provide the # and \$ value of accounts that were submitted for litigation during current contract term.**

Answer: The collection agencies under contract do not perform litigation services.

**Question 27: Please confirm estimated date of award and projected go live date.**

Answer: The contracts start dates are anticipated to be 10/1/23. Notices of award will be sent out to the awarded vendors approximately 45 days after the bid opening.

**Question 28: Please confirm if IRS 1075 compliance is applicable to this contract.**

Answer: Yes, all attachments included in Appendix B are applicable.

**Question 29: Please confirm if the Hiring and Employment Rider is applicable to this contract.**

Answer: As per attachment I, the Hiring and Employment Rider shall apply to contracts valued at \$1 million or more for all goods and services.

**Question 30: Will there be any bond requirements or guaranties (i.e. letter/line of credit) in the Schedule of Bonds and Liability Insurance in this Invitation for Bids?**

Answer: This solicitation is not subject to Bond requirements. Please disregard all references to Bond requirements in the bid document. Please refer to Schedule A of Appendix A for insurance requirements.

**Question 31: We just submitted our PASSPort registration and it is pending at this time and I didn't see the details for the pre-bid conference in the IFB.**

Answer: The pre-bid conference was held on Monday, January 23<sup>rd</sup>, 2023, at 11:00AM EST. Please see the Pre-Bid PowerPoint slides attached to this addendum.

**Question 32: We are in the final steps of having our Port Authority of New York and New Jersey DBE certification approved. Would this DBE distinction be considered valid for MBE participation with RFP 83622B0003- Debt Collection Services (CSB)?**

Answer: No, DBE certification cannot be considered and only the NYC Certified M/WBE will be considered to meet the M/WBE participation goal.

**Question 33: Please indicate your current contingency rate for all categories.  
Category I: Business and Excise Tax Debt (Primary Placement)  
Category II: Business and Excise Tax Debt (Secondary Placement)  
Category I: Parking violations and Camera violations (Primary Placement)  
Category II: Parking violations and Camera Violations (Secondary Placement)  
Category III: ECB Penalty Violations (Primary Placement)  
Category IV: ECB Penalty Violations (Secondary Placement)**

Answer:

*Current Commission Rate*

Category	ECB	Parking	Business Tax
Primary	6%	4.79%	Please see below
Secondary	7.25%	7.25%	7.25%

*Primary Business Tax*

>= 10 Years	14%
>= 5 Years but <10 years	12%
>= 2 Years but < 5 Years	9%
< 2 Years	4.75%

**Question 34: Please provide the anticipated contract start date and the anticipated date to receive placements?**

Answer: The anticipated start date is 10/1/2023. The placement will be determined after the awarded vendor has attended its Kick-off meeting with the collections division, which will be after the registration of contracts.

**Question 35: What is the age of primary accounts for both Scopes of Work?**

Answer:

- Business Tax: The average age, based on prior referrals to primary Apr 2022 – Feb 2023, is 450 days. Note that we referred older (and/or larger) debt to primary OCA in early 2022 and hence this resulted in higher average age in FY22. If we only looked at the stats in FY23 (Sept 2022-Feb 2023), the average age would be 257 days.
- ECB: The average age, based on prior referrals to primary Apr 2022 – Feb 2023, is 240 days.
- Parking: The average age, based on prior referrals to primary Apr 2022 – Feb 2023, is 100 days.

**Question 36: Can a vendor bid on one specific Scope of Work and not both?**

Answer: A vendor can bid on all Scope of Work (Parking, ECB and Business Tax). However, a vendor will not be awarded for both primary and secondary in any given Scope of Work.

**Question 37: What percentage of accounts have telephone numbers?**

Answer:

- Business Tax: Business = 61% | Home = 1% | Cell Phone < 1%
- ECB: = 30% (no distinction between business, cell or home)
- Parking: = 7% (no distinction between business, cell or home)

**Question 38: What percentage of accounts have email addresses?**

Answer: For Business Tax, it is 15%. Email addresses for parking and ECB are not stored.

**Question 39: Will the Department allow the vendor to email collection notices, including the initial collection notice, in lieu of letters mailed through the United States Postal Service?**

Answer: The mailing of a dunning letter is a requirement under this contract. The selected vendor may send emails approved by the Department of Finance in addition to the required dunning letters.

**Question 40: Will individual accounts be married/linked?**

Answer: Debt will not be linked across debt type (ECB, parking, business tax). DOF will attempt to link the debt under each debt type. For example, DOF will attempt to link all of the debtor's parking violation debt.

**Question 41: Both Scopes of Work state that the call center will be subject to minimum service level requirements with regard to call wait time, dropped calls and other measures. What are the minimum service level requirements, or will they be provided after contract award?**

Answer: This information will be provided after contract award.

**Question 42:** If vendor questions are due February 10, when do you anticipate posting the Q&A?

Answer: Please refer to response to question #2.

**Question 43:** Can you please confirm what forms in the Invitation for Bids pdf document are to be completed and submitted with the bid?

Answer: No documents will be required for submittal outside of PASSPort. Please review each section of the Questionnaire Tab and ensure you complete/upload appropriate documents as requested.

**Question 44:** We noticed that the "Estimated 5 Year Collection" dollar amounts listed in Exhibits IIA and IIB are not the same as the "Estimated 5 Year Collection" dollar amounts listed in the "\$ Item" bid tabs in the RFx. Is this correct? If yes, why the difference?

Answer: The dollar amounts listed in the Exhibits IIA and IIB have been corrected as part of this addendum to match the values in the Item tab.

**Question 45:** How will proposals be scored?

Answer: Please see response to Question 3.

**Question 46:** Are vendors permitted to send our collection notices through SMS document delivery?

Answer: This decision will be made prior to the contract start date.

**Question 47:** Can responses that are in progress be saved and later edited in PASSPort prior to final submission?

Answer: Yes.

**Question 48:** Regarding question #9 in the Bidder's Qualifications and Experiences Section, could the City please clarify what sample documents it would like to see when it says, "Please provide a sample summary and detail file layout of a record."

Answer: Question # 9 in the Bidders Qualifications and Experiences Section is removed.

**Question 49:** What is the reason behind the City's decision to not allow vendors to apply for both primary and secondary placements?



Answer: DOF is seeking separate contractors for primary and for secondary to ensure that accounts are worked on thoroughly.

**Question 50: We understand a contractor cannot be awarded both first and second placement levels. However, it is possible to be awarded more than one debt type? For example: first placement Business & Excise Taxes and first placement Parking and Camera Violations?**

Answer: Yes

**Question 51: Given the 10/1/2023 anticipated contract start date noted in PASSPort, what are the anticipated timeframes for award and project implementation?**

Answer: Please see response to Question 27.

**Question 52: Please confirm that, to be deemed responsive, our submission is completed entirely through the required fields in the PASSPort system and we are not expected to provide any response to the PDFs (Debt Collection Services IFB or SOWs) posted in the procurement's documents area.**

Answer: Yes, to be deemed as a responsive vendor, bidders have to meet the qualifications listed in the Scopes of Work and IFB.

**Question 53: When completing the Subcontracting area in PASSPort, is it permissible to enter our commitments under "Subcontract Information" (on the right), then under "Vendor Information" (on the left) select "Not Yet Identified" and leave the subcontractor details blank if we do not yet have subcontractor agreements in place.**

Answer: Yes, bidders may use the "not yet identified" button but the bidders is still required to identify the MWBE Category of the prospective subcontractor in order to submit.

**Question 54: Can you please advise what the current commission rates are for each of the business areas proposed: Parking - Primary/Secondary, ECB - Primary Secondary, Excise Tax - Primary Secondary?**

Answer: Please refer to response to question #33.

**Question 55: In the Bidder Qualification Requirements section of the Invitation for Bids, there is a requirement to provide an organizational chart indicating key personnel and staffing information as it pertains to this contract and another requirement to provide detailed organization performance metrics for the previous calendar year showing the volumes and success rates of our**

**organization. Unlike for the other requirements listed, there appears to be no corresponding question or place in the PASSPort proposal submission in which to provide this information. Are these requirements only expected upon contract award or do you wish that they be included in the submission? If they are to be included in the submission as an attachment, to which question should they be attached?**

**Answer:** The Organization Chart under the Bidder Qualification Requirements in the IFB/Scope of Work documents has been removed. Only awarded vendors will be required to provide at the award phase.

**Question 56: Regarding Bid Submission on PASSPort: Are there file size limitations for proposal files to be uploaded to the PASSPort portal?**

**Answer:** The maximum file size is 55.0 MB.

**Question 57: Regarding Questionnaire> Bidder's Qualifications and Experiences on PASSPort: Vendors are directed to upload their completed Questionnaire spreadsheet here, but there are also matching individual questions for this information where file uploads are also requested. Are vendors required to do both activities here, to both upload the master Questionnaire Excel spreadsheet as well as address each individual question?**

**Answer:** Please address each question and upload any required document directly in the Questionnaire Tab. It is DOF's recommendation to refrain from utilizing the master questionnaire Excel import feature.

**Question 58: Regarding Questionnaire>Bidder's Qualifications and Experience> Minimum Qualifications on PASSPort: Vendors are directed here to choose a simple affirmation of Yes or No from the pull-down menu, but then are also given the option to add an attachment. Is the City requiring a narrative description of a vendor's experience as a companion answer to the Yes/No affirmation, OR, is it sufficient and meets the requirement by simply indicating Yes or No?**

**Answer:** The available answers in the dropdown have been updated in the Questionnaire to allow for only Yes response.

**Question 59: Regarding Your Proposal Info > Item on the PASSPort portal: This is where vendors are providing their quotations for debt collection services, and there is direction here both to upload completed Excel documents, but there are also tabbed fields to enter this information by category of Parking / ECB / Business. Are vendors required to do both activities here, to both upload the Excel file and to fill in the tables? The Excel file has tabs for all three categories. Please confirm that the Excel file need only be uploaded once and not three separate times.**

Answer: The bidders must enter all pricing in the Item Tab directly for each item listed. It is DOF's recommendation to refrain from utilizing the Excel import feature.

**Question 60: Regarding Your Proposal Info> M/WBE Requirements on the PASSPort portal, cross-referenced with B. COLLECTION, SKIPTRACING and ASSET LOCATION EFFORTS > item 4 on pages 19 and 36 of the IFB: M/WBE participation goals are listed as 16 percent for Black American and 14 percent unspecified. However, the authorized areas for permitted subcontracting (technology, mailing services, research tasks), even combined if individually subcontracted, do not typically account for 30 percent of the cost of a collections contract, which will make it extremely difficult to meet participation goals during the active contract. Will the City consider scaling back its M/WBE participation goals for this contract?**

Answer: M/WBE Participation Goals for this contract is set at 30%. Please refer to the instruction regarding waiver submission process in the Schedule B document. Waiver request must be submitted 7 days prior to the due date.

**Question 61: Regarding Uploads of Various Required Documents to PASSPort: Some requirements include a prescribed upload/attachment of a specific supporting document, while other documents (e.g., Appendix D Department of Finance Service Provider Security Agreement, Affirmation document) are required but are not associated with a numbered requirement. Where should vendors upload required documents such as Appendix D or the Affirmation document that are not tied to a specific requirement/question?**

Answer: By submitting your bid electronically in PASSPort, you are agreeing to the terms and conditions outlined in the bid documents. No additional attachments are required to be provided, outside of those listed in the Questionnaire.

**Question 62: Regarding 10. Form of Bid on pages 5-6 of the IFB:**

- **What is the "prescribed form" cited here? If this form was not included within or as an attachment to the IFB, will the City provide it to proposing vendors?**
- **If the prescribed form is not a form provided to proposing vendors, can/should proposed vendors present the required information in a formal Transmittal Letter signed by an authorized representative?**
- **If a proposal is being submitted on behalf of an organization (and not one or more persons), can a proposing vendor waive providing residential address information for the authorized representative?**

Answer: Bidders shall provide all information prescribed to form within PASSPort. No additional forms, other than the ones listed in the Questionnaire, are required to

be provided.

**Question 63: Regarding 11. Bidder's Oath Bid on page 6 of the IFB: Please clarify the following:**

- Does a proposing vendor's completing and signing of the Affirmation document (on page 115 of the IFB) fulfill this requirement?
- Does a proposing vendor need to provide a separate declarative statement (perhaps in a Transmittal Letter) or document that constitutes a separate written oath/affirmation of the requirement described here in 11a?

Answer: Please see response to Question 61.

**Question 64: Regarding 15. Acknowledgment of Amendments on page 6 of the IFB: Please describe where on PASSPort any amendments/addenda will be posted and how vendors are to acknowledge them (e.g., clicking on a check box, downloading the amendment and signing and returning it, etc.).**

Answer: All addenda are issued through PASSPort. Once released, they automatically become part of the solicitation document. No additional acknowledgment is required.

**Question 65: Regarding 18. Bid Evaluation and Award on page 7 of the IFB: Other than a general reference to "most favorable bid price," there are no formal evaluation criteria included in the IFB. Will the City provide additional criteria and any associated weights (e.g., pricing is 30 percent of evaluation) for responsive bids?**

Answer: Please refer to question #3.

**Question 66: Regarding 22. Low Tie Bids on page 9 of the IFB: If a proposing vendor's parent organization is located in New York City, would that vendor receive partial or full consideration as described under article (ii) for award to a New York City entity?**

Answer: The proposing entity's parent company location is not relevant when encountering low tie bids.

**Question 67: Regarding 35. Financial Qualifications on page 12 of the IFB: Is the City requiring financial documents to be submitted at this time as part of the proposal? If so, please clarify and further describe what is required.**

Answer: No.

**Question 68:** Regarding Scope of Work I > Section II Scope of Services > B. COLLECTION, SKIPTRACING and ASSET LOCATION EFFORTS > item 4 on page 19 and Scope of Work II > Section II Scope of Services > B. COLLECTION, SKIPTRACING and ASSET LOCATION EFFORTS > item 4 on page 36. Vendors are advised that dunning activities such as scrubbing the debt and income and asset searches must be performed by the contractor and not a subcontractor. These activities are typically performed in partnership with established national resources (e.g., Experian, LexisNexis) where business is neither formally transacted nor informally regarded as a prime contractor – subcontractor relationship. As such, will the City permit these services accordingly, without designation of subcontracting?

Answer: Tools such as Experian and Lexis Nexis are not considered subcontractors under this bid. These tools can be utilized by the vendor.

**Question 69:** Regarding Schedule A – Article 7 Insurance on pages 116-118 of the IFB: Please confirm that this schedule is provided as information to proposing vendors and that vendors are not required to complete and return it as part of their proposal.

Answer: Insurance documents will be required at the time of award.

**Question 70:** Regarding Debt Collection – List of Similar Projects and References Excel spreadsheet: Does the City want ONLY projects that have been completed, OR, should vendors also list projects for which they are still performing debt collection services in the midst of a contract, particularly for clients that a vendor would want to include as a reference?

Answer: Current and past projects are acceptable for references.

**Question 71:** Regarding Questionnaire > Required Documents on PASSPort: Bidders are advised that a full or partial waiver request must be submitted at least seven (7) days prior to the bid due date. Please clarify:

- Is this seven business days or seven calendar days? Is it the City's intent to review and either approve or disapprove a bidder's request prior to the proposal due date? If so, will such notification be received via the "Discussions with Buyer" forum on PASSPort?

Answer: A completed Request for Waiver form (Part III of the Schedule B) must be completed and submitted no later than seven (7) calendar days prior to the bid due date and time. Submitted Waiver Requests will be reviewed by DOF and then submitted to MOCS (Mayor's Office of Contract Services) for final review. Please note once a determination has been made, the decision is final and there is no appeal process to the decision. Waiver responses will be shared no later than two (2) days prior to the bid opening date.

**Question 72: Regarding 6. Vendor Questions on page 4 of the IFB:**

- Will all bidders receive all responses to all bidder questions?
- Is it the City's intent to respond to questions as they are received, OR, does the City instead intend to create an omnibus document of all questions and responses and to provide this document through the "Discussions with Buyer" forum on PASSPort?

Answer: The responses to questions will be issued in Addenda released via PASSPort.

**Question 73: When accounts are placed for collection, does the city include contact phone numbers for each account?**

Answer: The contact phone numbers will only be provided to the awarded vendors if the information is available.

**Question 74: During the pre-bid meeting it was mentioned that the city would publish an addendum with the attendees of the meeting along with an updated due date for bid responses. When will the addendums be published?**

Answer: Please see attendance sheet attached to this addendum.

**Question 75: In the M/WBE requirements, can you please define "Unspecified"?**

Answer: An "Unspecified" goal means that any qualified MWBE firm certified with SBS, regardless of ethnicity or gender, can be utilized to satisfy the MWBE participation goal requirement.

**Question 76: Is there a specified dollar amount assigned to the contract to base the 30% on? how is the 30% being assessed?**

Answer: For M/WBE Participation Goal, it is 30% of the awarded amount. The 30% was assessed on the availability of certified M/WBE vendors that can perform the services outlined in the scope of work.

## **NYC EARNED SAFE AND SICK TIME ACT CONTRACT RIDER**

(To supersede Section 4.06 of the January 2018 Appendix A and Section 35.5 of the March 2017 Standard Construction Contract and to be attached to other City contracts and solicitations)

### *A. Introduction and General Provisions.*

1. The Earned Safe and Sick Time Act (“ESSTA”), codified at Title 20, Chapter 8 of the New York City Administrative Code, also known as the “Paid Safe and Sick Leave Law,” requires covered employees (as defined in Admin. Code § 20-912) in New York City (“City”) to be provided with paid safe and sick time. Contractors of the City or of other governmental entities may be required to provide safe and sick time pursuant to the ESSTA. The ESSTA is enforced by the City’s Department of Consumer and Worker Protection (“DCWP”), which has promulgated 6 RCNY §§ 7-101 and 201 *et seq.* (“DCWP Rules”).

2. The Contractor agrees to comply in all respects with the ESSTA and the DCWP Rules, and as amended, if applicable, in the performance of this agreement. The Contractor further acknowledges that such compliance is a material term of this agreement and that failure to comply with the ESSTA in performance of this agreement may result in its termination.

3. The Contractor must notify (with a copy to DCWP at [ComplianceMonitoring@dcwp.nyc.gov](mailto:ComplianceMonitoring@dcwp.nyc.gov)) the Agency Chief Contracting Officer of the City Agency or other entity with whom it is contracting in writing within 10 days of receipt of a complaint (whether oral or written) or notice of investigation regarding the ESSTA involving the performance of this agreement. Additionally, the Contractor must cooperate with DCWP’s guidance and must comply with DCWP’s subpoenas, requests for information, and other document demands as set forth in the ESSTA and the DCWP Rules. More information is available at <https://www1.nyc.gov/site/dca/about/paid-sick-leave-what-employers-need-to-know.page>.

4. Upon conclusion of a DCWP investigation, Contractor will receive a findings letter detailing any employee relief and civil penalties owed. Pursuant to the findings, Contractor will have the opportunity to settle any violations and cure the breach of this agreement caused by failure to comply with the ESSTA either i) without a trial by entering into a consent order or ii) appearing before an impartial judge at the City’s administrative tribunal. In addition to and notwithstanding any other rights and remedies available to the City, non-payment of relief and penalties owed pursuant to a consent order or final adjudication within 30 days of such consent order or final adjudication may result in the termination of this agreement without further opportunity to settle or cure the violations.

5. The ESSTA is briefly summarized below for the convenience of the Contractor. The Contractor is advised to review the ESSTA and the DCWP Rules in their entirety. The Contractor may go to [www.nyc.gov/PaidSickLeave](http://www.nyc.gov/PaidSickLeave) for resources for employers, such as Frequently Asked Questions, timekeeping tools and model forms, and an event calendar of upcoming presentations and webinars at which the Contractor can get more information about how to comply with the ESSTA and the DCWP Rules. The Contractor acknowledges that it is responsible for compliance with the ESSTA and the DCWP Rules notwithstanding any inconsistent language contained herein.

B. *Pursuant to the ESSTA and DCWP Rules: Applicability, Accrual, and Use.*

1. An employee who works within the City must be provided paid safe and sick time.<sup>1</sup> Employers with one hundred or more employees are required to provide 56 hours of safe and sick time for an employee each calendar year. Employers with fewer than one hundred employees are required to provide 40 hours of sick leave each calendar year. Employers must provide a minimum of one hour of safe and sick time for every 30 hours worked by an employee and compensation for such safe and sick time must be provided at the greater of the employee's regular hourly rate or the minimum wage at the time the paid safe or sick time is taken. Employers are not discouraged or prohibited from providing more generous safe and sick time policies than what the ESSTA requires.

2. Employees have the right to determine how much safe and sick time they will use, provided that an employer may set a reasonable minimum increment for the use of safe and sick time not to exceed four hours per day. For the use of safe time or sick time beyond the set minimum increment, an employer may set fixed periods of up to thirty minutes beyond the minimum increment. In addition, an employee may carry over up to 40 or 56 hours of unused safe and sick time to the following calendar year, provided that no employer is required to carry over unused paid safe and sick time if the employee is paid for such unused safe and sick time and the employer provides the employee with at least the legally required amount of paid safe and sick time for such employee for the immediately subsequent calendar year on the first day of such calendar year.

3. An employee entitled to safe and sick time pursuant to the ESSTA may use safe and sick time for any of the following:

a. such employee's mental illness, physical illness, injury, or health condition or the care of such illness, injury, or condition or such employee's need for medical diagnosis or preventive medical care;

b. such employee's care of a family member (an employee's child, spouse, domestic partner, parent, sibling, grandchild, or grandparent, the child or parent of an employee's spouse or domestic partner, any other individual related by blood to the employee, and any other individual whose close association with the employee is the equivalent of a family relationship) who has a mental illness, physical illness, injury or health condition or who has a need for medical diagnosis or preventive medical care;

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<sup>1</sup> Pursuant to the ESSTA, if fewer than five employees work for the same employer, and the employer had a net income of less than one million dollars during the previous tax year, such employer has the option of providing such employees uncompensated safe and sick time.



c. closure of such employee's place of business by order of a public official due to a public health emergency;

d. such employee's need to care for a child whose school or childcare provider has been closed due to a public health emergency; or

e. when the employee or a family member has been the victim of a family offense matter, sexual offense, stalking, or human trafficking:

1. to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, sexual offense, stalking, or human trafficking;
2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
3. to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
4. to file a complaint or domestic incident report with law enforcement;
5. to meet with a district attorney's office;
6. to enroll children in a new school; or
7. to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic, health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

4. An employer must not require an employee, as a condition of taking safe and sick time, to search for a replacement. However, where the employee's need for safe and sick time is foreseeable, an employer may require an employee to provide reasonable notice of the need to use safe and sick time. For an absence of more than three consecutive work days, an employer may require reasonable documentation that the use of safe and sick time was needed for a reason listed in Admin. Code § 20-914; and/or written confirmation that an employee used safe and sick time pursuant to the ESSTA. However, an employer may not require documentation specifying the nature of a medical condition, require disclosure of the details of a medical condition, or require disclosure of the details of a family offense matter, sexual offense, stalking, or human trafficking, as a condition of providing safe and sick time. Health information and information concerning family offenses, sexual offenses, stalking or human trafficking obtained solely due to an

employee's use of safe and sick time pursuant to the ESSTA must be treated by the employer as confidential. An employer must reimburse an employee for all reasonable costs or expenses incurred in obtaining such documentation for the employer.

5. An employer must provide to all employees a written policy explaining its method of calculating sick time, policies regarding the use of safe and sick time (including any permissible discretionary conditions on use), and policies regarding carry-over of unused time at the end of the year, among other topics. It must provide the policy to employees using a delivery method that reasonably ensures that employees receive the policy. If such employer has not provided its written policy, it may not deny safe and sick time to an employee because of non-compliance with such a policy.

6. An employer must provide a pay statement or other form of written documentation that informs the employee of the amount of safe/sick time accrued and used during the relevant pay period and the total balance of the employee's accrued safe/sick time available for use.

7. Safe and sick time to which an employee is entitled must be paid no later than the payday for the next regular payroll period beginning after the safe and sick time was used.

C. *Exemptions and Exceptions.* Notwithstanding the above, the ESSTA does not apply to any of the following:

1. an independent contractor who does not meet the definition of employee under N.Y. Labor Law § 190(2);

2. an employee covered by a valid collective bargaining agreement, if the provisions of the ESSTA are expressly waived in such agreement and such agreement provides a benefit comparable to that provided by the ESSTA for such employee;

3. an audiologist, occupational therapist, physical therapist, or speech language pathologist who is licensed by the New York State Department of Education and who calls in for work assignments at will, determines their own schedule, has the ability to reject or accept any assignment referred to them, and is paid an average hourly wage that is at least four times the federal minimum wage;

4. an employee in a work study program under Section 2753 of Chapter 42 of the United States Code;

5. an employee whose work is compensated by a qualified scholarship program as that term is defined in the Internal Revenue Code, Section 117 of Chapter 20 of the United States Code; or

6. a participant in a Work Experience Program (WEP) under N.Y. Social Services Law § 336-c.

D. *Retaliation Prohibited.* An employer shall not take any adverse action against an employee that penalizes the employee for, or is reasonably likely to deter the employee from or interfere with the employee exercising or attempting in good faith to exercise any right provided by the ESSTA. In addition, an employer shall not interfere with any investigation, proceeding, or hearing pursuant to the ESSTA.

E. *Notice of Rights.*

1. An employer must provide its employees with written notice of their rights pursuant to the ESSTA. Such notice must be in English and the primary language spoken by an employee, provided that DCWP has made available a translation into such language. Downloadable notices are available on DCWP's website at <https://www1.nyc.gov/site/dca/about/Paid-Safe-Sick-Leave-Notice-of-Employee-Rights.page>. The notice must be provided to the employees by a method that reasonably ensures personal receipt by the employee.

2. Any person or entity that willfully violates these notice requirements is subject to a civil penalty in an amount not to exceed \$50.00 for each employee who was not given appropriate notice.

F. *Records.* An employer must retain records documenting its compliance with the ESSTA for a period of at least three years, and must allow DCWP to access such records in furtherance of an investigation related to an alleged violation of the ESSTA.

G. *Enforcement and Penalties.*

1. Upon receiving a complaint alleging a violation of the ESSTA, DCWP must investigate such complaint. DCWP may also open an investigation to determine compliance with the ESSTA on its own initiative. Upon notification of a complaint or an investigation by DCWP, the employer must provide DCWP with a written response and any such other information as DCWP may request. If DCWP believes that a violation of the ESSTA has occurred, it has the right to issue a notice of violation to the employer .

2. DCWP has the power to grant an employee or former employee all appropriate relief as set forth in Admin. Code § 20-924(d). Such relief may include, but is not limited to, treble damages for the wages that should have been paid; statutory damages for unlawful retaliation; and damages, including statutory damages, full compensation for wages and benefits lost, and reinstatement, for unlawful discharge. In addition, DCWP may impose on an employer found to have violated the ESSTA civil penalties not to exceed \$500.00 for a first violation, \$750.00 for a second violation within two years of the first violation, and \$1,000.00 for each succeeding violation within two years of the previous violation. When an employer has a policy or practice of not providing or refusing to allow the use of safe and sick time to its employees, DCWP may seek penalties and relief on a per employee basis.

3. Pursuant to Admin. Code § 20-924.2, (a) where reasonable cause exists to believe that an employer is engaged in a pattern or practice of violations of the ESSTA, the Corporation Counsel may commence a civil action on behalf of the City in a court of competent jurisdiction by filing a complaint setting forth facts relating to such pattern or practice and requesting relief, which may include injunctive relief, civil penalties and any other appropriate relief. Nothing in § 20-924.2 prohibits DCWP from exercising its authority under section 20-924 or the Charter, provided that a civil action pursuant to § 20-924.2 shall not have previously been commenced.

H. *More Generous Policies and Other Legal Requirements.* Nothing in the ESSTA is intended to discourage, prohibit, diminish, or impair the adoption or retention of a more generous safe and sick time policy, or the obligation of an employer to comply with any contract, collective bargaining agreement, employment benefit plan or other agreement providing more generous safe and sick time. The ESSTA provides minimum requirements pertaining to safe and sick time and does not preempt, limit, or otherwise affect the applicability of any other law, regulation, rule, requirement, policy or standard that provides for greater accrual or use by employees of safe and sick leave or time, whether paid or unpaid, or that extends other protections to employees. The ESSTA may not be construed as creating or imposing any requirement in conflict with any federal or state law, rule or regulation.

**Updated IFB page to supersede Exhibit IIA and IIB**

**AVERAGE COLLECTION RATE**

	Primary Placement*		
	Parking Judgment	ECB Judgment	Business Tax
Estimated Yearly Referrals	\$ 101,867,639	\$ 169,193,068	\$ 316,221,923
Estimated Average Referrals for 5 Years	\$ 509,338,197	\$ 845,965,338	\$ 1,581,109,613
Estimated 1 Year Collection	\$ 27,679,803	\$ 12,904,156	\$ 15,086,956
Estimated 5 Year Collection	\$ 138,399,013	\$ 64,520,782	\$ 75,434,782
Estimated Collection Rate	27.17%	7.63%	4.77%
<i>Based on FY'19 - FY'22 data</i>			

	Secondary*		
	Parking Judgment	ECB Judgment	Business Tax
Estimated Yearly Referrals	\$ 72,470,988	\$ 199,853,836	\$ 303,994,453
Estimated Average Referrals for 5 Years	\$ 362,354,940	\$ 999,269,180	\$ 1,519,972,265
Estimated 1 Year Collection	\$ 7,828,153	\$ 7,719,851	\$ 5,187,193
Estimated 5 Year Collection	\$ 39,140,767	\$ 38,599,254	\$ 25,935,965
Estimated Collection Rate	10.80%	3.86%	1.71%
<i>Based on FY'19 - FY'22 data</i>			



***FINANCE DEPARTMENT OF THE CITY OF NEW YORK***

**COMPETITIVE SEALED BID**

**Debt Collection Services**

**EPIN no. 83622B0003**

**Pre-Bid Meeting:**

**Monday, January 23, 2023 11:00 AM**

**EST**



# Agenda

- Welcome
- Important Dates
- Bid Information
- M/WBE Presentation
- PASSPort Overview
- Q & A
- Closing



# In Attendance

- DOF- Office of Purchasing and Contracts
  - Roman Shpolyansky
    - Agency Chief Contracting Officer
  - Jeanette Cheung
    - Deputy Agency Chief Contracting Officer
  - Sam Liu
    - Director of Technology and Operations
  - Kimberly Gallman
    - M/WBE Compliance Officer
  - Patricia Blaise
    - Contract Manager for this CSB
  
- Division of Treasury & Payment Services- Collections
  - Pamela Parker-Cortijo
    - Assistant Commissioner
  - Shenneth King
    - Senior Director





# Contractor Attendance and Networking Information

- All attendees should enter the following information in the chat section of this meeting:
  - Company Name (whether your interest is as a prime or sub)
  - Company Contact Person
  - E-mail address
  - M/WBE certification status
- It will be the responsibility of each individual company to note the above information for networking purposes. Note that you can remain on the call after the meeting has ended to capture the data.



# Important Due Dates

## Question Submissions

**Friday, February 10, 2023**

**By 3:00 P.M. EST**

## Bid Submissions

**Tuesday, February 28, 2023**

**By 3:00 P.M. EST**

**Bid Submissions and Questions are due via PASSPort**



# BID Submission

All bids must be received in electronic form via the active vendor PASSPort System account

**3:00 PM EST on February 28, 2023\***

- **PASSPort** FAQs (Frequently Asked Questions) can be accessed online at the following link:  
<https://www1.nyc.gov/site/mocs/systems/passport-frequently-asked-questions.page>
- For PASSPort account assistance contact the MOCS, inquiries need to be submitted through the contact form found at:  
<https://mocssupport.atlassian.net/servicedesk/customer/portal/8>

\* Bid due date is subject to change. Any changes in the due date will be made in writing via addenda and will be posted on PASSPort.



# CSB Objective

The Finance Department's goal and objective for this solicitation is to identify qualified vendors to establish multiple awards for the enforcement of the collection of outstanding City judgments assigned and/or issued by the New York City Department of Finance (DOF).

*Refer to IFB Scope of Work I and II for more detailed information*



# Documents for Review

- Schedule B
- Local Law 1
- Statement of Work-Business and Excise Tax
- Statement of Work-ECB, Parking and Camera
- IFB Solicitation Document

# Contractor Qualifications

- All bidders that seek to collect personal or household debts from New York City residents must be authorized to do business in the State of New York and have a Debt Collection Agency license issued by the New York City Department of Consumer and Worker Protection.
- At the time of bid submission the Contractor must provide documentation demonstrating a minimum of three (3) years of experience in providing debt collection services.
- The bidder must also have the appropriate licenses or certifications required of any individual or entity performing the services described in this solicitation in the City and State of New York.

*Refer to IFB for more detailed information*



# Basis for Contract Award

The awarding of this Contract will be by means of competitive sealed bid. The Contract will be awarded to the lowest responsive and responsible Bidder.

*Refer to IFB Section #18- Bid Evaluation and Award*



# M/WBE Presentation





# Local Law 1 MWBE Program Requirement

- The following M/WBE Participation Goals have been established for this contract

**30% Total M/WBE** participation requirement:

16% Disaggregated (Black American)

14% Unspecified

- M/WBE firms must be certified by NYC Small Business Services. A directory of City Certified Firms is available on SBS website at [www.nyc.gov/buycertified](http://www.nyc.gov/buycertified)
- PASSPort will now require information related to the MWBE requirements to be submitted along with the bid/proposal. Additionally, there is a new Schedule B document. The revised Schedule B provides detail about how to enter the required information into PASSPort. We will demonstrate this in further detail later in the presentation.
- **The Contractor will be required to submit Quarterly M/WBE reports in order to track progress towards meeting the goal.**

# M/WBE Waiver Request

- For any requested change to the M/WBE Participation Goal Requirement on this Bid, a completed Request for Waiver form (Part III of the Schedule B) must be completed and submitted no **later than seven (7) calendar days prior to the bid due date and time.**
- Submit your waivers via the Discussion Forum in PASSPort.
- Submitted Waiver Requests will be reviewed by DOF and then submitted to MOCS (Mayor's Office of Contract Services) for final review. Please note once a determination has been made, the decision is final and there is no appeal process to the decision.
- Waiver responses will be shared no later than two (2) days prior to the bid opening date.
- All decisions are final and there is no appeal process to the decision.



# PASSPort Presentation

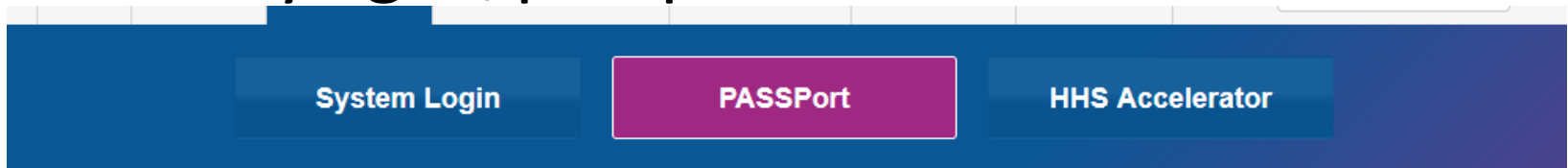


# What is PASSPort?

- PASSPort is the City of New York's digital procurement system, developed and maintained by the Mayor's Office of Contract Services (MOCS). PASSPort establishes a complete, digital end-to-end process that is transparent, easy to access, paperless and timely.
- Vendors should enroll in the **P**rocurement **a**nd **S**ourcing Citywide **S**olutions **P**ortal (PASSPort) system. For educational material on PASSPort visit: <https://www1.nyc.gov/site/mocs/systems/passport-user-materials.page>
- Vendors should have an active Payee Information Portal/Electronic profile to register in PASSPort.
  - <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>

# PASSPort

- Navigate to PASSPort login screen:  
[www.nyc.gov/passport](http://www.nyc.gov/passport)



[About PASSPort / Create an Account](#)

[Getting Started: Doing Business with NYC](#)

[PASSPort Highlights](#)

[Learning to Use PASSPort](#)

[Requirements Contracts](#)

[PASSPort Frequently Asked Questions](#)

## About PASSPort / Go to PASSPort

[PASSPort Login](#)

[Register NYC.ID](#)

[Procurement Navigator](#)

PASSPort is the City of New York's end-to-end digital procurement platform, managing every stage of the procurement process from vendor sourcing – who we purchase goods and services from (that's you – the vendor), releasing and responding to solicitations (referred to as "RFx" in the system), and contract award, development, registration and management.

# Locating The Bid

**PASSPort** Profile Tasks **RFX** Contracts Ordering Catalogs Financials Reporting Performance Support

Home← ↻ ☆ | Homepage

- Browse My RFX Responses
- Browse Public RFX**
- Browse Prequalified Lists
- Browse Real-Time Bidding Events






**ANNOUNCEMENT**

**Now Live: Simplified Process for Vendors to meet M/WBE Requirements**

MOCS is pleased to announce the successful implementation of the following PASSPort enhancement: Effective July 29, 2022, all procurements with M/WBE participation goals now feature a simplified process for vendors to meet M/WBE requirements when responding to a solicitation (RFX).

**What's changed?** The 'Subcontractors and Joint Ventures' tab of an RFX has been updated; It now allows vendors to (1)View their own M/WBE certification(s) and how they count towards the M/WBE requirements, (2)View a subcontractor/joint venture's M/WBE certifications and the option to pick and choose which certification to select to meet the relevant requirements, (3)View in-system alerts that highlight exactly which certifications still need to be met, and (4)Reference in-system instructions on how to complete the requirements.

**Does this update affect me?** This update only affects vendors currently in the process of responding to an RFX for a procurement with M/WBE participation goals. You can tell if a procurement comes with M/WBE participation goals - simply check in the RFX if a 'M/WBE Requirements' tab displays. All vendors affected by this update have already been notified by email.

-  Vendor Contacts
-  Vendor Information
-  Commodity Enrollment
-  Browse Public Rfx
-  Create Invoice
-  Disclosures

**OPEN WORKFLOW TASKS** 0 Resu

# Navigating in PASSPort

- Type the ePin in the keywords search, then click search, click on the corresponding pencil (✎) icon



**PASSPort**

Keywords:  Main Commodity:  RFX Status:  2

Program:  Industry:  Agency:

Publish Date:  Round:  Additional Commodities:  RFX allowing subcontractors:

Program	Industry	EPIN	Procurement Name	Agency	Procurement Method	RFX Status	Release Date	Due Date	Remaining time	Main Commodity
<span>3</span>  Sanity 14-Feb	Goods	003200328	003200328-ACCENTURE-Innovative-Competitive Sealed Bid	• BOARD OF ELECTIONS	Innovative	Selections Made	05/19/2020	05/29/2020		Safety and Protective Equipment
 Software_Updatedn_prg-169	Goods - Construction Related	06820B0449	06820B0449-Req. 05/18/2020_CS803_Cycle3_E2E_ZR	• ADMINISTRATION FOR CHILDREN'S SERVICES		Responses Received	05/18/2020	05/19/2020	Bid due date has passed	Soil Remediation Equipment
 Software_Updatedn_prg-169	Goods - Construction Related	06820B0449	06820B0449-Req. 05/18/2020_CS803_Cycle3_E2E_ZR	• ADMINISTRATION FOR CHILDREN'S SERVICES	Competitive Sealed Bid	Responses Received	05/18/2020	05/19/2020	Bid due date has passed	Soil Remediation Equipment

# View RFX Tab

- View RFX**
- Acknowledgement
- Manage Responses
- Discussions with buyer
- Setup Team

Participate in RFX

ALERTS ▾

 - There is an upcoming due date for this RFX.

RESPONSE ACTIVITY ▾

**1** SUMMARY ▾

E-PIN : 85020B0259 04/20/2020 00:00:00  
Program : UAT Program



# View Tab Sample

4

SUMMARY

E-PIN : 0032010328

05/19/2020 00:00:00

Program : Sanity 14-Feb

Agency : BOARD OF ELECTIONS

Division : BOARD OF ELECTIONS

Agency Contact : Auto Requestor

Agency Contact Email : auto\_requestor@mailinator.com

RFx Title : 0032010328-ACCENTURE-Innovative-Competitive Sealed Bid

RFx Status : Selections Made

5

DESCRIPTION

This is a test description for requisiton

6

KEY DATES

Anticipated Contract Start Date : 10/01/2019

Anticipated contract end date : 10/03/2021

Release Date : 05/19/2020

Buy Date : 05/19/2020

# Participate in RFx

1

Return | Stop

View RFx

Acknowledgement

Manage Responses

Discussions with buyer

Setup Team

Participate in RFx

ALERTS

- There is an upcoming due date for this RFx.

RESPONSE ACTIVITY

SUMMARY

E-PIN : 85020B0259 04/20/202

Program : UAT Program

Agency : DEPARTMENT OF DESIGN AND CONSTRUCTION

Division : INFRASTRUCTURE


# Acknowledgement


Save and Close

Save

Close


Other Actions 

 View RFx

 Acknowledgement

 Manage Responses

 Discussions with buyer

 Setup Team

Remaining time :33d 00h 02min 19s






RESPONSE ACTIVITY 

RECEIPT ACKNOWLEDGED ON 01/13/2023 13:52:56 (YOUR LOCAL TIME)

To answer to this RFP, please confirm that you intend to bid.

- WILL RESPOND: our intent is to respond to this RFx
- WILL NOT RESPOND: our intent is not to respond to this RFx

# Manage Your Response

-  View RFX
-  Acknowledgement
-  Manage Responses
-  Discussions with buyer
-  Setup Team


Remaining time :33d 22h 34min 59s

RESPONSE ACTIVITY

Status :

- Canceled
- Submitted
- In progress

Your Proposal Info: Competition Pool :

	RFX Name	Response Name	Competition Pool	Responsiveness Status	Submission Status
	83622B0003- Debt Collection Services (CSB)	<a href="#">Proposal # 1</a>	Debt Collection Services		In progress

1 Result(s)

# Selecting the Competition Pool

Save Save and Close **Cancel this response** Close Duplicate Response

**Your Proposal Info**

Questionnaire

\$ Item

Subcontractors and Joint Ventures

M/WBE Requirements

TEXT ALERT

Response Label : **Proposal # 1**

Description :

Your Proposal Info: Competition Pool : **Debt Collection Services**

Responsiveness Status :

INFORMATION

Created by GAY Bradford on 01/13/2023 13:53:18  
Modified by GAY Bradford on 01/13/2023 14:58:44

Response ID :

# Questionnaire

Save
Save and Close
Cancel this response
Close
Duplicate Response

Your Proposal Info

**Questionnaire**

\$ Item

⚙ Subcontractors and Joint Ventures

📄 M/WBE Requirements

PQL Label : American Well Corporation  
 Respondent : Gay Bradford  
 Agency : DEPARTMENT OF  
 Commodity : 360 - Accounting,

**Affirmations** 100%

Bidder's Qualifications and Experiences 100%

Required Documents\*\* (Waiver requests due prior to bid due date) 100%

Bid Contact 100%

## Affirmations

### Iran Divestment

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at § 165-a and General Municipal Law ("GML") §103-g. The Iran Divestment Act, v prohibits municipalities, including the City, from entering into contracts with investment activities in the energy sector of Iran. Pursuant to the terms set forth in GML §103-g, a person engages in investment activities in the energy sector of

(a) the person provides goods or services of twenty million dollars or more in Iran, including a person that provides oil or liquefied natural gas tankers, or constructs or maintain pipelines used to transport oil or liquefied natural gas, Iran; or

(b) The person is a financial institution that extends twenty million dollars or

# Item Grid and Estimates

Your Proposal Info

Questionnaire

**\$ Item**

Subcontractors and Joint Ventures

M/WBE Requirements

CREATION BY IMPORT▼

[Download in Excel 2007-2010 format \(xlsx\)](#)  
[Download in Excel 97-2003 format \(xls\)](#)

Drop here your quotation form (in Excel format)

Currency: USD

Proposal Amount: 962,717.60

Keywords:  Not answered items:  Search Reset

Parking ECB Business

Items code	Item types	Label	IMPORTANT NOTES	Five Year Estimated Collection	% Commission <span style="font-size: small;">i</span>	Total
i1_1	Required Item	Parking: Primary	If you are not bidding on this item, please enter "0". The bidder should enter a percentage amount (in four decimal format; e.g. 1.25% would be 0.0125 ) in the Percent Commission Column on the line they wish to bid on. Vendors will not be awarded to both Primary and Secondary in the same category.	138,399,013	0.0010	138,399.01
i1_2	Required Item	Parking: Secondary	If you are not bidding on this item, please enter "0". The bidder should enter a percentage amount (in four decimal format; e.g. 1.25% would be 0.0125 ) in the Percent Commission Column on the line they wish to bid on. Vendors will not be awarded to both Primary and Secondary in the same category.	39,140,767	0.0010	39,140.77

2 Result(s)


# M/WBE Requirements


 Save |  Save and Close |  Cancel this response |  Close |  Duplicate Response

Your Proposal Info

Questionnaire

\$ Item

 Subcontractors and Joint Ventures

 M/WBE Requirements

## M/WBE REQUIREMENTS

Group	Percentage
Black American	16
Hispanic American	
Asian American	
Native American	
Women	
Unspecified	14
Total Participation Goals	30

## YOUR M/WBE SUBCONTRACTS

0 Result(s)



# Adding Subcontractors

Save Save and Close Cancel this response Close Duplicate Response

Your Proposal Info

Questionnaire

\$ Item

**Subcontractors and Joint Ventures**

M/WBE Requirements

Prime Vendor M/WBE Certification :

Group	Percentage	
Black American	16	Black American M/WBE Requirements are not yet met.
Hispanic American		
Asian American		
Native American		
Unspecified	14	Unspecified M/WBE Requirements are not yet met.
Women		
Total Participation Goals	30	

SUBCONTRACTOR INFORMATION

Add Subcontractor

0 Result(s)

JOINT VENTURE

Add Joint Venture

0 Result(s)

# Adding Subcontractors

Add Subcontract



 Save

Close

Proposal ID :

Proposal # 1

## SUBCONTRACT INFORMATION

Subcontractor Dollar Amount :

Purpose :


Estimated Start Date :   

Estimated End Date :   

M/WBE Certification :

## VENDOR INFORMATION

Subcontractor not filed in PASSPort or not yet identified :

Select PASSPort Vendor :  

EIN :

Subcontractor Name :

# M/WBE Waiver

06921P0012-Consulting Services (002084) : Lot 1 / Round 1

Search ...

Save | Other Actions

Remaining time :92d 10h 56min 32s

RESPONSE ACTIVITY

Filter

Keywords:     
Advanced search

0 Result(s)

Type: **Clarification**

From: FMSSamLN FMSSamFN

Subject: **Schedule B Waiver Submission**

To: Agency Contact

Hello,

Please see attached completed Schedule B Waiver and Vendor Contract History Excel document.

Best,  
Vendor Contact

Click or Drag to add files

- Schedule B Waiver.pdf
- Schedule B Waiver.xlsx



# Questions and Answers



# Reminder

- The last day for questions for this CSB is February 10<sup>th</sup>
  - Patricia Blaise, [BIDS@FINANCE.NYC.GOV](mailto:BIDS@FINANCE.NYC.GOV).
  - ePIN # 83622B0003

## Debt Collection Services

EPIN: 83622B0003

January 23, 2023

11AM

**Sign-in Sheet**

<b>Attendee Name (Print)</b>	<b>Division/ Agency</b>	<b>Telephone#</b>	<b>Email Address (please print legibly)</b>	<b>Notes</b>
ACCO- Shpolyansky, Roman (DOF)	Department of Finance	(212) 291-4439	ShpolyanskyR@finance.nyc.gov	
DACCO- Zardiashvili, Anna (DOF)	Department of Finance	(212)291-4427	ZardiashviliA@finance.nyc.gov	
DACCO- Cheung, Jeanette (DOF)	Department of Finance	(212) 291-4401	CheungJ@finance.nyc.gov	
MWBE Compliance Officer-Gallman, Kimberly (DOF)	Department of Finance	(212)291-4093	GallmanK@finance.nyc.gov	
Patricia Blaise - Contract Manager	Department of Finance	212-291-4437	BlaiseP@finance.nyc.gov	
Director of Technology-Liu, Samuel (DOF)	Department of Finance	(212) 291-4059	LiuSamuel@finance.nyc.gov	
Pamela Parker-Cortijo- Asst Commissioner	Department of Finance	(212) 291-4433	parker-cortijop@finance.nyc.gov	
Shenneth King- Senior Director (Collections)	Department of Finance	(212) 291-4270	kingshenneth@finance.nyc.gov	
Toma, Michel- Business Director	Department of Finance	(212)291-4416	tomam@finance.nyc.gov	
Nguyen, Leonard -Senior Director	Department of Finance	(212)908-7051	NguyenL@finance.nyc.gov	
Melissa Fegely-Proposal Specialist	CBE Companies, Inc.	(319)833-1387	Melissa.Fegely@cbecompanies.com	
Ken Duncan – Prime Contractor	Pioneer Credit Recovery		kenneth.duncan@pioneer-credit.com	
Jessi Karrer	Reliant Capital Solutions, LLC	(614) 452-6100	rfp@reliant-cap.com	
Anne Bulla	United Collection Bureau, Inc. (UCB)			
Rhett Donagher	Penn Credit Corp			

Mark Pollard, Proposal Manager (Prime)	IC System	651-481-6406	proposals@icsystem.com	
Karen Jonas, SVP Business Development	IC System	651-481-6406	proposals@icsystem.com	
Scott Hearn	Universal Fidelity	832-654-0607	scott.hearn@uflp.com	
Alexis VanDeventer	Pioneer Credit Recovery	585-237-7168	avandeventer@duncansolutions.com	
Lesley Sparatta	Pioneer Credit Recovery	585-237-7168	Lesley.Sparatta@navient.com	
Nick Stiller	Pioneer Credit Recovery	585-237-7168	Nicholas.Stiller@navient.com	
Stephanie Montijo	R.T.R. Financial Services	718-668-2881	SMontijo@rtrfs.com	
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