

ADDENDUM #4

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

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: Questions & Answers

- Additional Questions & Answers received from vendors are attached to this addendum

Part II: Bid Due Date

- The due date of the subject Competitive Sealed Bid has been extended to **Tuesday, March 28, 2023** at 3:00PM EST
- The question deadline has been extended to **Friday, March 10, 2023**

Part III: M/WBE Participation Goal

- The M/WBE participation goal has been revised to 8%, Unspecified

Part IV: File Added

- List of Similar Projects and References spreadsheet has been added to the RFX Documents. Vendors can utilize either the original spreadsheet in the Questionnaire or this newer version

All other Terms and Conditions remain the same.

Roman Shpolyansky
Agency Chief Contracting Officer

Part I: Vendor Questions & Answers

Question 1: Can you tell me what percentage of payments are commissionable for each of the business types listed in this RFP?

Answer: All payment collected by the collection agencies are commissionable.

Question 2: Are vendors permitted to send our collection notices through SMS document delivery?

Answer: Under current contract, SMS document delivery is not permitted. A decision will be made by the start of this contract whether this service will be permitted.

Question 3: Could the City please provide an editable version of the List of Similar Projects and References spreadsheet so vendors may add rows and adjust column widths?

Answer: Please see the new worksheet uploaded in the Document section of this RFX.

Question 4: What is the retention policy for recordings?

Answer: Please refer to Section 5.02 Retention of Records in the Appendix A.

Question 5: For columns I and J on the list of similar projects, are you looking for implementation timelines? Or is the entire spreadsheet supposed to be for listed contracts?

Answer: Yes, we are looking for implementation timelines. The projects listed shall be within the past 3 years performing the same type of work specified in the RFX.

Question 6: Must bidders submit a detailed staffing and training plan in our response to this solicitation? If required, what topics or what are the minimum requirements for these plans?

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 7: If we commit to the diversity requirements outlined in the IFB, but do not name subcontractors because we have not yet identified them, will this be held against us in the judging/award process?

Answer: Please see answer to Question #53 of Addendum #2.

Question 8: The MWBE waiver requires a vendor to fill out the Vendor Contracting History form. Some of the columns are confusing and others do not apply to our past contracts.

- Do all columns need to be filled out?
- Can you provide specific clarity on what all the columns are asking?
- Is there a sample form I can reference?

Answer: All of the columns must be completed as they apply to the listed referenced contracts. Please answer to each column as per header row of the spreadsheet where applicable. You will be contacted if additional information/clarification is required.

Question 9: Regarding Questionnaire Excel spreadsheet cross-referenced with Questionnaire > Bidder's Qualifications and Experience on the PASSPort portal. Requirement #9 ("Please provide a sample summary and detail file layout of a record") is no longer shown as a requirement on the PASSPort portal but still remains at the bottom of the Questionnaire Excel spreadsheet. Please confirm or clarify whether proposers are still required to provide a sample summary and detail file layout of a record with their proposals.

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

Question 10: Part 1 of Schedule B indicates that proposers are in fact required to identify contact information for M/WBE subcontractors, but answer #53 on Addendum 2 indicates that proposers can indicate "not yet identified" under Subcontractors and Joint Ventures on PASSPort as long as they indicate the M/WBE category of the prospective subcontractor(s). Please clarify or confirm that the City's response to #53 supersedes the existing indication on Schedule B and that proposers can in fact indicate "not yet identified."

Answer: Yes, confirmed.

Question 11: Upon contract award, will accounts currently placed with a primary vendor be recalled and placed with a new primary or secondary vendor?

Answer: Yes, the new awards resulting from this bid will be replacing the existing contracts for both primary and secondary with anticipated start date of 10/1/23.