



PURCHASING SECTION
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ADDENDUM #2

REQUEST FOR PROPOSALS (RFP) No.: 1220-030-2014-025
TITLE: Collection Agency Services
ADDENDUM ISSUE DATE: September 25, 2015
CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):
TIME: 3:00 p.m., local time
DATE: September 30, 2015

INFORMATION FOR PROPONENTS

The following information is provided to answer questions raised by potential Proponents for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to any Proponent not being familiar with this addendum. This Addendum #2 contains two (2) pages in total.

Q1: Regarding Schedule A section 1.1, at what age (days after the account is called past due) are accounts assigned to an agency?

A1: Age of accounts that are assigned to an agency varies with the City's needs.

Q2: Regarding Schedule A section 1.2, are the values of \$492,000 and \$67,000 the amounts that were assigned to the agency or the total of all accounts that went into arrears whether collected by the city or assigned to the agency?

A2: The values provided are estimates of all accounts that were assigned to the agency.

Q3: Regarding Schedule A section 1.3 how often does the City assign accounts to the agency – weekly, monthly, other?

A3: This varies with the City's needs.

Q4: Regarding Schedule A section 1.3 do agencies retain accounts for the life of the contract or is there a recall schedule?

A4: This is subject to review of all accounts but reassignment is possible.

Q5: Regarding Schedule C2 Project Approach, this question seems more suited for a short fixed term program (e.g. construction) rather than a 3 year contract with varying volumes. Is this required to be answered and if so, how do we measure the time – for the entire 3 years or something else?

A5: Proponents should provide an outline of the resource roles and estimated effort required for accounts that are assigned to the agency.

Q6: Regarding Schedule C4 Time Schedule, is the time schedule referring to the overall program (collecting accounts for 3 years) or just to implement the program (e.g. award of contract to starting collection activity)?

A6: Proponents should a time schedule to implement the program upon award of contract to starting collection activity.

All Addenda will become part of the RFP Documents.
