



**Collection Agency Services
RFP ADDENDUM FOUR
Date of Addendum:10/31/2018**

RFP #18116

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

1.0 - PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

2.0 - RFP

Item	Section	Description of Change
		None at this time.

3.0- QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
3.01	<p><u>Question:</u> What is the case management software being utilized by the Village today?</p> <p><u>Answer:</u> See Addendum One, response 3.06.</p>
3.02	<p><u>Question:</u> Who are the current contractors?</p> <p><u>Answer:</u> See Addendum One, response 3.06.</p>
3.03	<p><u>Question:</u> What are the current contractor's collection rates?</p> <p><u>Answer:</u> The Village does not currently calculate that number.</p>
3.04	<p><u>Question:</u> What percentage/fee is the current contractor charging?</p> <p><u>Answer:</u> 50% of citation amount, including late fees.</p>



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Item	Questions and Answers
3.05	<p><u>Question:</u> Is the Village of Wilmette pleased with the services that are being provided by the current contractor? Are there any improvements that the Village would like to see with the current program?</p> <p><u>Answer:</u> See Addendum One, response 3.03. Improvements that the Village would like to see: lower costs.</p>
3.06	<p><u>Question:</u> How many vendors does the Village expect to select as a result of this Solicitation?</p> <p><u>Answer:</u> One.</p>
3.07	<p><u>Question:</u> Can companies currently in class action lawsuits involving violations of the FFDCPA in other states still be considered for this bid?</p> <p><u>Answer:</u> Respondents currently licensed and in compliance with all applicable federal, State of Illinois, Cook County and local laws and ordinances are allowed to bid.</p>
3.08	<p><u>Question:</u> If a company has settled a lawsuit via a fine for practicing law without a license in another state will they be allowed to bid?</p> <p><u>Answer:</u> Respondents currently licensed and in compliance with all applicable federal, State of Illinois, Cook County and local laws and ordinances are allowed to bid.</p>
3.09	<p><u>Question:</u> On page 3, under “Preparation of Proposal Documents”- the first sentence states that proposers “shall prepare the proposal on the attached proposal forms furnished by the Village”; however, the forms starting on page 13 appear to require the information be supplied on separate pages, as the form does not have blank space to fill out. Please confirm that proposers are to prepare their response to pages 13-15 on responded to on separate pages.</p> <p><u>Answer:</u> Respondents shall prepare their response on separate pages when applicable.</p>



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Item	Questions and Answers
3.10	<p><u>Question:</u> On page 11, there is a number “10.” That has been left blank. Is there an item missing or is the list just incorrectly numbered?</p> <p><u>Answer:</u> List incorrectly number.</p>
3.11	<p><u>Question:</u> On page 13, for the chart titled “Current Recovery Percentages”, is this chart for all of our clients?</p> <p><u>Answer:</u> Yes, for the Overall Agency column.</p>
3.12	<p><u>Question:</u> On page 13, for the chart titled “Current Recovery Percentages”, please further define “Similar Citations”.</p> <p><u>Answer:</u> Similar Citations meaning similar to the citations issued by the Village as listed on page 8 of the RFP.</p>

4.0– INFORMATION

The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the Proposal.

Item	Description
	None at this time.