



**Collection Agency Services  
RFP ADDENDUM One  
Date of Addendum:10/18/2018**

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> Please reconfirm the due date for this procurement by providing it in response to answers to questions.</p> <p><u>Answer:</u> See the proposal due date on page 1 (cover sheet) of the RFP.</p>
3.02	<p><u>Question:</u> Why has this bid been released at this time?</p> <p><u>Answer:</u> RFP page 8: “Operationally, the Village is migrating from the Passport Parking Ticketing System (“PPTS”) to Tyler Technologies Incode system for issuing, managing and collecting Village citations. Historically, PPTS has also acted as the Village’s collection agency for citations that remained unpaid after sixty (60) days.”</p>
3.03	<p><u>Question:</u> Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable.</p> <p><u>Answer:</u> Satisfied.</p>



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3.04	<p><u>Question:</u> Has the current contract gone full term?</p> <p><u>Answer:</u> There is not a written contract in place for these services.</p>
3.05	<p><u>Question:</u> Have all options to extend the current contract been exercised?</p> <p><u>Answer:</u> There is not a written contract in place for these services.</p>
3.06	<p><u>Question:</u> Who is the incumbent, and how long has the incumbent been providing the requested services?</p> <p><u>Answer:</u> RFP page 8: “Operationally, the Village is migrating from the Passport Parking Ticketing System (“PPTS”) to Tyler Technologies Incode system for issuing, managing and collecting Village citations. Historically, PPTS has also acted as the Village’s collection agency for citations that remained unpaid after sixty (60) days.” The Village started using PPTS in 2015.</p>
3.07	<p><u>Question:</u> How are fees currently being billed by any incumbent(s), by category, and at what rates?</p> <p><u>Answer:</u> A \$10 late payment fee is being billed by PPTS for all citations that remain unpaid after 30 days.</p>
3.08	<p><u>Question:</u> What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?</p> <p><u>Answer:</u> Approximately \$9,500, \$600 and \$2,000 last year, last month and last quarter, respectively.</p>
3.09	<p><u>Question:</u> Can you please provide a greater description of the specific kind of receivables to be placed for collection?</p> <p><u>Answer:</u> RFP Page 8: See the table entitled “Types of Village Citations Issued”.</p>



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3.10	<p><u>Question:</u> What collection attempts are performed or will be performed internally prior to placement?</p> <p><u>Answer:</u> RFP Page 10: See the “New Village Process &amp; Timeline” section of the RFP.</p>
3.11	<p><u>Question:</u> Will the selected vendor be allowed to litigate balances exceeding a certain dollar amount on your behalf, with your explicit approval?</p> <p><u>Answer:</u> Yes</p>
3.12	<p><u>Question:</u> What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?</p> <p><u>Answer:</u> At time of award - RFP page 8: “Operationally, the Village is migrating from the Passport Parking Ticketing System (“PPTS”) to Tyler Technologies Incode system for issuing, managing and collecting Village citations. Historically, PPTS has also acted as the Village’s collection agency for citations that remained unpaid after sixty (60) days.”</p> <p>Going forward - RFP Page 10: See the “New Village Process &amp; Timeline” section of the RFP.</p>
3.13	<p><u>Question:</u> What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?</p> <p><u>Answer:</u> RFP page 9: “The Village does not know what the impact will be on the timing and dollar amount of citation collections under the Village’s new process and timeline outlined on the following pages.”</p>
3.14	<p><u>Question:</u> What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?</p> <p><u>Answer:</u> RFP page 9: “The Village does not know what the impact will be on the timing and dollar amount of citation collections under the Village’s new process and timeline outlined on the following pages.”</p>



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3.15	<p><u>Question:</u> What has been the historical rate of return or liquidation rate provided by any incumbent(s), and/or what is anticipated or expected as a result of this procurement?</p> <p><u>Answer:</u> Historically, a rate of return has not been calculated by the Village. For anticipated or expected results: RFP page 9: “The Village does not know what the impact will be on the timing and dollar amount of citation collections under the Village’s new process and timeline outlined on the following pages.”</p>
3.16	<p><u>Question:</u> 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?</p> <p><u>Answer:</u> No.</p>
3.17	<p><u>Question:</u> I am inquiring if the RFP involves collections against consumers or against a business? Our company specializes in commercial transactions and not engaged at collecting against individuals.</p> <p><u>Answer:</u> Virtually always consumers unless the vehicle is owned by a company.</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.