



## City of Yakima/Yakima County Purchasing



July 21, 2015

ATTENTION: All Proposers  
SUBJECT: **RFP No. C11504-P Professional Debt Collection Services for County Courts, Probation Services, and Contracted Municipal Courts**

### Addendum No. 1

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**Answers to Questions Received:**

- 1. Question:* Is the request to “require the vendor to furnish employees” one that can be waived?  
**Answer: The current vendor is and has been providing employees. You can include other solutions and scenarios in your submittal. Any and all final recommendations will be approved by the Court Judges.**
- 2. Question:* Please confirm the due date for this procurement is 8/6/2015.  
**Answer: Yes the due date is August 6, 2015 by 11:00 am.**
- 3. Question:* What is the date by which you will answer these questions?  
**Answer: By July 31<sup>st</sup>, 2015**
- 4. Question:* Why is the contract out to bid at this time?  
**Answer: Several vendors expressed interest over the last year or two and we felt it was the fairest way to allow everyone an opportunity to work with Yakima County Courts.**
- 5. Question:* Has the current contract gone full term?  
**Answer: The current contract expires 9-30-15**
- 6. Question:* Have all options to extend the current contract been exercised?  
**Answer: We are not required to extend the current contract; it is an annual contract**

7. *Question:* Who is the incumbent, and how long has the incumbent been providing the requested services?

***Answer:* Yakima Count Collection Services (YCCS), they have held the collections contract with District Court since 1997, District Court Probation since 2012, and Union Gap since December of 2013.**

8. *Question:* To what extent will the locations of the bidder's proposed location or headquarters have a bearing on any award?

***Answer:* These will not have a bearing on the award as long as the specifications listed are met.**

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

***Answer:* See specifications**

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

***Answer:* \$447,987.85 returned to Yakima County**

11. *Question:* Please describe your level of satisfaction with your current vendor(s), if applicable.

***Answer:* Satisfied**

12. *Question:* What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?

***Answer:* District Court & Contracted Municipal Courts – 6 months on average  
District Court Probation – 46 months on average**

13. *Question:* What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?

***Answer:* Average Quarterly – New Cases:  
YCDC – 1920  
Union Gap – 47  
Grandview – 5  
Toppenish & Sunnyside – 0  
District Court Probation – 680**

**14. Question:** What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?

**Answer: Average Quarterly – New Cases**  
**YCDC - \$1,072,728.53**  
**Union Gap - \$26,113.00**  
**Grandview - \$5,151.00**  
**Toppenish & Sunnyside - \$0**  
**District Court Probation - \$1,060,311.26**

**15. Question:** 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?

**Answer: Unknown**

**16. Question:** 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: If they are in judgment, they will stay with the current vendor.**

**17. Question:** On page 7, section B, regarding the number of cases and dollar amounts, are these cases all being transferred from your current collection service contractor to the new collection service contractor?

**Answer: Yes**

**18. Question:** Are there any cases included in these figures that have not previously been assigned to your current contractor?

**Answer: For Probation and Union Gap – Yes, For District Courts (includes Grandview, Toppenish, Sunnyside) – No**

**19. Question:** What is the starting date of these cases?

**Answer: Unknown**

20. Question: On page 17, section C, item 2, does this refer to a separate office in addition to that described on page 17, section B?

**Answer: This has been a question from most vendors. If they can provide a local payment/discuss account in person location by utilizing the employee provided to work in District Court or District Court Probation we may be open to the idea. It would have to be lined out and the duties completed in house by the current vendor would have to be completed in addition to collection payments. This is not our preference, and may score lower than an actual local site. However, we are open to their proposal.**

21. Question: Please provide more information on the 2<sup>nd</sup> page of the RFP where it states “Enter Prompt Payment Discount \_\_\_% net\_\_\_ days”

**Answer: Please disregard this portion as it does not apply to this RFP.**

If any RFP’s have already been received they will be kept by the Yakima County Board of County Commissioners, unopened, and held for the new opening date. All bid specifications and addenda can be viewed on our website at:

<http://www.yakimawa.gov/services/purchasing/openings/>

If you have any questions, please contact me at (509) 576-6787 or colleen.bailey@yakimawa.gov. I apologize for any inconvenience this addendum may have caused you.

Sincerely,

Colleen Bailey, CPPO, CPPB  
Buyer II

Cc: file