



City of Yakima/Yakima County Purchasing



July 28, 2015

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

Addendum No. 3

Answers to Questions Received:

Under Section V – Mandatory Proposal Requirements

1. Question: Part B – Mandatory Contract Performance Requirements; The job responsibilities for two (2) full time employees, are these “pre-collections” or “post-collections”?

Answer: Pre-collection

2. Question: Point #3 mentions rental fees. What are these fees and how often are these due?

Answer: Fees cover square footage of office space used for these two employees; charged annually

3. Question: Part C – Debt Collection Efforts; Point #4 – for the credit card services, are we allowed to pass on the convenience fees to defendants?

Answer: Yes, this is the only way our vendor will process payments

4. Question: Point #7 – is this again “pre” or “post collections”?

Answer: Both pre and post collections

5. Question: Are we doing “Time Pay Services” for the courts? Is this “pre” or “post collections”?

Answer: Yes, pre-collection

6. Question: Part J - Remittance Point #3 – can you clarify this point. Maybe an example of interest?

Answer: Example: IF a client made a payment of \$100 it would be dispersed as follows: \$75 to Yakima County Court toward the principal balance, and \$25 to the contractor toward the collection fee charged on the principal balance.

7. Question: Conflicting sections

Page 12 - Provide a point-by-point response to each requirement specified in Section V of this RFP. Responses that fail to meet the mandatory requirements shall be rejected. State whether if you comply 100% with that particular specification, or indicate that you do not comply 100% and explain how your product/service deviates. Deviation on any item will not necessarily disallow proposal. The Owner shall be the sole judge as to whether a deviation/exception is acceptable, or not.

Page 16 - The following requirements in Sections V.A-P are mandatory and the Proposer must satisfy them at no additional cost to the Owner. Responses to each requirement in Sections V.A – P must indicate that the Proposer either “does comply” with the requirement or “does not comply”. No explanation is required, as non-compliance with any of the following requirements will result in proposal rejection and remove that Proposal from further consideration.

Answer: Please disregard the last sentence: *No explanation is required, as non-compliance with any of the following requirements will result in proposal rejection and remove that Proposal from further consideration.*

Please be sure to acknowledge all addenda on page 2 of the RFP specifications.

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