

July 22, 2014

ADDENDUM #1
RFP #15-04
Collection of Delinquent Local Taxes

The number of this Addendum, Addendum No. 1, must be entered in the space provided on the Bid Form.

Questions:

Our company has an existing certificate of authority, will it be acceptable to insert as Form E in our bid response? - Yes

Please clarify the definition of "contracts completed" – what services has your company provided similar to what is requested by this RFP that are done. - Contracts with other municipalities for delinquent personal property collection.

Can the City provide information on accounts to be placed under this contract: number of accounts, dollar value of accounts, age of accounts?

6,843 bills

\$358.20 is the average bill

\$1,065,355.16 – principal only

\$2,451,149.90 – including accrued interest

Accounts are from 1992 to 2014.

Does the City currently have a contract for collection of delinquent tax? - No

Can the City provide what types of delinquent tax accounts will be placed? - Personal Property

Is the City aware of the Commonwealth of Massachusetts Statewide Debt Collection contract number PRF55DesignatedOSC and that this contract is available to the City? - Yes

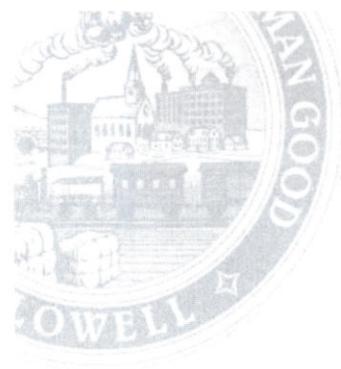
Please confirm the due date for this procurement is 8/6/2014. - Yes

When is the anticipated contract start date? - September 1, 2014

What is the term of the contract? – One year

To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award? - Local vendor is preferred.

To how many vendors are you seeking to award a contract? - One.



Can you please provide a greater description of the specific kind of receivables to be placed for collection? - Personal Property

To what extent are these accounts owed by private consumers versus commercial businesses?
All Commercial.

What collection attempts are performed or will be performed internally prior to placement?
All steps as allowed by Massachusetts General Laws.

At what point in time will future accounts be placed with collection provider? – 45 days

What are your in-house collection methods? – Original bill sent quarterly, late notice (demand) sent following the last bill due in May of each year

Conditions, Requirements, and Covenants Project Documents, Article 10. Discount (page 3) indicates, "In determining the amount of any bid, a discount is in the amount of 1% or more City pay day." This article appears to be missing some language and is not clear. Please clarify. – This language is designed to encourage bidders to offer discounts to the City. Your bid percentage would meet this requirement

Scope of Work, Proposal Requirements, Section 3(b) requests "[r]eferences". In order to ensure the availability of our references, please provide the time period during which the City anticipates contacting references included in the response. – The City would be contacting references between August 7 and August 15, 2014

Scope of Work, Proposal Requirements, Section 3(c) requests a "[l]isting of contracts currently under contract". We consider our complete client list to be highly confidential information and, as such, prefer to not share the list externally. Will the City accept a representative sampling of clients in lieu of a complete list? – The purpose is determine the experience of the firm submitting the proposal. Bidders can submit what they feel will enable the City to see their experience, however in proposal A lists all contracts in the past three years and proposal B only provides a sample, proposal A will score more highly.

The City will work with the selected provider to get the required information to them.

Sincerely,


P. Michael Vaughn

Chief Procurement Officer