

COLLECTION AGENCY SERVICES, MULTI-YEAR CONTRACT

ADDENDA

RFP NO. 17-18/37

Peralta Community College District
East 8th Street Oakland, CA 94606

June 27, 2018

ADDENDUM No. 1

This addendum supersedes items of the original contract documents wherein it is inconsistent with it. All other conditions remain unchanged. The following changes, modifications, corrections, additions or clarifications shall apply to the contract documents and shall be made a part of and subject to all of the requirements thereof as if originally specified or shown. It is the responsibility of the bidder to review the list of attachments to ensure that the addendum is full and complete. This Addendum modifies the original RFP documents. **Acknowledge receipt of this addendum in the space provided on the RFP Acknowledgement and Signature Form (Attachment 9). Failure to do so may result in disqualification.**

Revisions\Corrections to RFP document

1. Section III Submission Requirements, Item 2. Knowledge and Experience erroneously requires proposers to "*list of at least three (3) community college districts or California school districts where your company performed general financial audits*". This does not apply to this RFP; please disregard.
2. Section III Submission Requirements, main paragraph erroneously makes reference to "*sample reports*". Sample reports are not required; please disregard.
3. Section III Submission Requirements, main paragraph erroneously makes reference to "*8 Submission Requirements*". There are only 5 Submission Requirements.

Responses to Requests for information (RFI)

1. **How many contracts do you intend to award?**

There is one contract out to bid and only one to award and that is for the Student Debt Collection Application.

2. **What vendors currently provide collection services for PCCD?**

The District currently uses COTOP at this time for delinquent student accounts. However, in this case, the vendor selected will be the first to take on this initiative.

3. **What are the current vendors' contingency fees?**

There's no current vendor in place at this time therefore; no contingency fees.

4. **How frequently does PCCD place accounts for collection (e.g., monthly, quarterly, etc.)?**

It will be on a quarterly basis.

5. Does PCCD distinguish between placement levels for accounts having already been worked by a collection agency?

Not at this time. However, this can be a consideration going forward with the successful vendor.

6. During the previous year, how many accounts were placed for collection and what was the total dollar value of those accounts?

No accounts have been sent to collection in several years.

7. Does PCCD add collection costs to non-federal debts? If so, please provide samples of relevant student agreements/documentation authorizing the addition of such costs.

No, PCCD has not added collection cost to non-federal debt.

8. **Page 3 - 1.11 Agency shall not negotiate any payment plans on behalf of the District. Debtors must be referred back to the District.**

Please explain this restriction. Being able to negotiate repayment terms directly with debtors is paramount to our role as a third-party debt collector.

Any collection negotiate has to be clear to the District prior to any negotiation.

9. **Page 4 – 4.01 Agency commission shall be ____% on all monies collected, applicable to all accounts regardless of the size of accounts, age of accounts, or skip tracing activity required. Will PCCD accept a tiered pricing structure based on placement level?**

Yes, PCCD is open to pricing structures that are most applicable for this situation.

10. **Page 8 – E. References – See Attached Form**
Will PCCD be providing a form for references?

No, PCCD will not provide a form. Please send your standard list of references.

11. **Page 8 – Section III Submission Requirements**

Is the 20-page limit for single-sided printing only or may we submit 20 double-sided pages, equating to 40 numbered pages on 20 sheets of paper?

Yes, you may submit double-sided pages. Please remain as environmentally and eco-friendly as possible.

12. **Attachment 1: Vendor Questionnaire**

At the bottom of page 2, the form states “Name and list residential zip code for each employee, subcontractor, or apprentice for awarded contract”

Please explain

We are community focused and would like to keep track of local vendors and subcontractors. Zip codes help to provide a clear picture of all parties involved in the support of the District.

13. Attachment 5: – SLBE/SELBE Program

Under Geographic Location Requirements, is additional information available regarding what is encompassed by the District’s “market area”? Is there a list of zip codes, for example? Would a location in Concord, California qualify?

Please see attachment 5 for clarification.

14. How will PCCD’s award decision be announced?

We post a notice of to “Intent to Award” on our website.

END OF DOCUMENT