

**STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF REVENUE**

September 29, 2016

TO: ALL OFFERORS

FROM: TOSHA MARTIN
COLLECTIONS MANAGER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL NO. FIN 25-06-01-17-03
FIRST REFERRAL COLLECTION SERVICES**

ADDENDUM # 3

1. **Section IV.A.14. Sub-Contracting, Paragraph 2 (page 8) indicates, "Use of subcontractors must be clearly explained in the proposal, and subcontractors must be identified by name. Any sub-contractors must be approved by State of Delaware." Please provide clarification concerning DOR's definition of a subcontractor. For example, does DOR consider outside vendors for batch skip tracing and letter services to be subcontractors?**

Yes, DOR does consider outside vendors for batch skip tracing and letter services to be subcontractors.

2. **Concerning Section A, Paragraph 14, Page 8 (Subcontracting), it states, "Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. Any subcontractors must be approved by the State of Delaware."**

- a. **Is a subcontractor considered another agency collecting on behalf of the awarded Vendor?**

Yes

- b. **Does the State define a subcontractor as any business who will be exposed to State information?**

Yes

- c. **Are companies who perform periphery services to the collection process considered subcontractors?**

Yes

- 3. “Please provide a separate electronic pricing file from the rest of the RFP proposal responses.” QUESTION: Please confirm, should proposers submit their proposed pricing / fee schedule in a separate document from the rest of the proposal?**

No, the pricing/fee schedule does not have to be submitted in a separate document from the rest of the proposal.

- 4. It isn't clear what information the State is seeking in item 7 “Distribution of work to individuals and firms or economic considerations” listed in Section III, Paragraph B, Page 2. Can the State provide additional insight regarding what information vendors should include in this section**

This category is not one of the weighted criteria for this RFP.

- 5. Please provide the formula or methodology that State of Delaware intends to use for calculating performance? For example, gross collections as a % of gross placements, are adjustments and recalls taken out of the calculation base?**

Performance is based on gross collections as a % of gross placements.

All other terms and conditions remain the same.