

DATE: April 17, 2019

TO: ALL OFFERERS

FROM: TOSHA MARTIN
COLLECTIONS MANAGER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL - CONTRACT NO. FIN002 SECOND REFERRAL
COLLECTION SERVICES**

ADDENDUM #3

This addendum is to: 1) Extend the proposal response due date until April 30, 2019; 2) Correct a clerical error affecting the numbering on pages 39 and 40 in RFP Appendix A – Minimum Mandatory Submission Requirements; and 3) amend the minimum mandatory requirement pertaining to financial statements.

- 1) The 4/24/2019 at 3:00 PM (Eastern Time) Deadline for Receipt of Proposals on page 1 of the RFP is amended and changed to 4/30/19 at 3:00 PM (Eastern Standard Time).
- 2) Beginning on page 39, of RFP Appendix A – Minimum Mandatory Submission Requirements under “CAPACITY TO MEET REQUIREMENTS” and continuing through page 40, the requirement identification numbers are amended as follows: numbers 22 through 37 have been amended and are now identified as numbers 26 through 41 as more fully described below.
- 3) The Minimum Mandatory Submission Requirement formerly identified as number 25 on page 40 of the RFP as amended to be identified as number 29, is amended as follows: “*Audited financial statements, or financial statements certified by a certified public accountant, from the previous two fiscal years which also adequately portray the financial position of collection operations (if the operation a portion of other financial services of the firm).*”

All other terms and conditions remain the same.

If you have any questions, please contact me at 302-577-8585 or Tosha.martin@delaware.gov

Appendix A – Minimum Mandatory Submission Requirements (amended 4/17/19)

CAPACITY TO MEET REQUIREMENTS

~~22.~~ **26.** How many collectors do you currently employ? How many can you comfortably expand to? Please describe your requirements and procedures for hiring new collectors.

~~23.~~ **27.** The number of office locations, including the address of each location and the number of employees at each location;

~~24.~~ **28.** Vendor shall include a narrative detailing the method by which the proposer intends to deal with the increased business this contract would bring.

~~25.~~ **29.** Audited financial statements, or financial statements certified by a certified public accountant, from the previous two fiscal years which also adequately portray the financial position of collection operations (if the operation a portion of other financial services of the firm).

~~26.~~ **30.** Provide a SSAE16 Statement of Auditing, or an equivalent statement.

~~27.~~ **31.** A statement of management standards using the ISO 9001: 2000 quality management standard as a guideline.

~~28.~~ **32.** The basis for assurance that the Vendor can meet the Divisions' bonding and insurance requirements.

~~29.~~ **33.** The basis for assurance that the Vendor will comply with IRS Publication 1075.

~~30.~~ **34.** A narrative as to how the proposer will be able to electronically exchange demographic and financial information.

~~31.~~ **35.** Vendor shall indicate how soon after contract award the Division can expect Vendor to begin collection activity on Division collection accounts.

PRICING FEES

~~32.~~ **36.** It is expected that the pricing/fees is guaranteed and fixed for the duration of the contract period. **Vendor is required to submit a pricing proposal based on a contingency fee of the amounts collected.** Vendors may submit alternative pricing proposals in addition to a contingency-fee proposal. However, it is anticipated that the contract will be awarded on a contingency-fee basis.

~~33.~~ **37.** One (1) complete, signed and notarized copy of the non-collusion agreement (See Attachment 2). Bid marked "ORIGINAL", **MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK** . All other copies may have reproduced or copied signatures – Form must be included.

OTHER REQUIREMENTS

~~34.~~ **38.** One (1) completed RFP Exception form (See Attachment 3) – please check box if no information – Form must be included.

~~35.~~ **39.** One (1) completed Confidentiality Form (See Attachment 4) – please check if no information is deemed confidential – Form must be included.

~~36.~~ **40.** One (1) completed Business Reference form (See Attachment 5) – please provide references other than State of Delaware contacts – Form must be included.

~~37.~~ **41.** One (1) complete OSD application (See link on Attachment 7) – only provide if applicable.