



950 Fawcett Avenue, Suite 100  
Tacoma, Washington 98402  
(253) 798-7456

**ADDENDUM NO. 01 – REQUEST FOR PROPOSAL NUMBER 1961**

**DISTRICT COURT COLLECTIONS SERVICES**

**ADDENDUM DATE: November 15, 2017**

**REVISED PROPOSAL DUE DATE: NOVEMBER 29, 2017**

See attached proposer questions and the County responses.

Thank you for your continued interest in serving Pierce County.

/s/KEN MATTHEWS  
Purchasing Agent

**PLEASE INDICATE YOUR RECEIPT OF THIS ADDENDUM BY INDICATING ON THE RFP SIGNATURE PAGE**

Attachment A – Question & Answer #1

# QUESTIONS AND ANSWERS

## DISTRICT COURT COLLECTIONS SERVICES

RFP No. 1961

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE QUESTION AND ANSWER: **Wednesday, November 15, 2017**

Question #	VENDOR QUESTIONS	COUNTY RESPONSES	Response Issued - Date
1	1.8 states "Agency shall place no account in a hold/frozen/suspended status without notification to court." Is this up to the agency's discretion when to suspend work effort? How does the Court desire to receive this information such as via an file or report?	a. If the agency intends to suspend their work effort the court would be notified of the intent to suspend the work effort. However, it is at the discretion of the court to require the agency to continue the work effort. The agency will pursue all cases referred, including those with out of state addresses. The agency will, at its own expense, prepare and maintain software for the Court to electronically transmit data to and from the agency. The electronic format of the transmittal data will be determined by the court.	11/15/2017
2	1.11 indicates that there are reduction policies in place. Can you please share the current policies?	a. Reduction policies are in place that promote defendant relicensing and vary within RCW requirements. The policy states, "If a reduction in the monetary penalty is justified, it shall be based on all of the circumstances, both personal and those surrounding the violation, including the defendant's driving record."  b. Tacoma Municipal Court relicensing hearings are heard 3 times a week. The agency shall inform the judgment debtors how they may contact the court to learn about reduction policies.	11/15/2017

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<b>3</b>	2.1 allows for a separate collection fee for PCDC and TMC. Will the Court also permit a separate fee for accounts previously assigned to another Agency? Does the current fee structure allow for a different rate for parking? What is the rate for parking?	<p>a. PCDC and TMC will contract separately with the selected Agency. The agency is required to submit a specific and separate quote for the agency fee for PCDC and TMC. The collection fee should be reasonable and provide for an equitable profit margin. The reasonableness of the collection fees will be determined by comparison with rates assessed to other court accounts via existing contracts.</p> <p>b. The current rate structure is:  <u><b>i. Pierce County District Court</b></u>                      Uniform collection fees will be applied to all categories of accounts. Upon referral, the Contractor may collect judgments referred and may receive collection fees fifteen and one-quarter percent (15.25%) for all other cases as they are collected, including interest, which are imposed pursuant to this Agreement, as it may be amended, as provided in the judgment docket.  <u><b>ii. Tacoma Municipal Court</b></u>                      Upon referral, the Contractor may collect judgments referred and may receive collection fees of 24 percent (24%) for parking infractions and fifteen and one-quarter percent (15.25%) for all other cases as they are collected, including interest.</p>	<b>11/15/2017</b>
<b>4</b>	5.2 states there is a maximum number of cases in a transmittal. What is the current threshold and can you please share what is driving this requirement?	a. There is currently no threshold set or mutually agreed upon. However, this requirement may be set if there are transmittal limitations or other factors that may require the court to set a limitation.	<b>11/15/2017</b>
<b>5</b>	7.1 states the agency shall forward a copy of the proof of claim or the notice of filing. Will the Court consider a file or report in lieu of individual documents?	a. The Court will require a copy of the proof of claim or the notice of filings.	<b>11/15/2017</b>

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6	The project description indicates a sharp decline in the placements from 2015 to 2016 for both Pierce County District Court and Tacoma Municipal Court. What is driving this decline? Is the total unpaid cases all eligible for collections, 689,680 for PCDC and 703,899 for TMC?	a. From 2015 to 2016, there has been a decrease in filings at courts statewide. There has also been a reduction in fines imposed due to the court ruling which requires that courts must take into consideration a defendant's ability to pay before imposing discretionary legal financial obligations.	11/15/2017
7	Will there be an extension to the deadline for RFP 1961?	Yes - the proposal due date is extended to <b>November 29, 2017</b> at the same time and place and indicated in the original RFP.	11/15/2017