



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

ADDENDUM NO. 03 – REQUEST FOR PROPOSAL NUMBER 1961

DISTRICT COURT COLLECTIONS SERVICES

ADDENDUM DATE: November 27, 2017

REVISED PROPOSAL DUE DATE: DECEMBER 7, 2017

Please be advised that the following changes have been made on the above referenced Request for Proposal:

See Vendor Questions and County Responses, No. 2, attached to this Addendum No. 03.

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 – QUESTIONS & ANSWERS NO. 2

QUESTIONS AND ANSWERS

DISTRICT COURT COLLECTIONS SERVICES

RFP No. 1961

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE QUESTION AND ANSWER: **Monday, November 27, 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
3	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?	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. b. The current rate structure is: <u>i. Pierce County District Court</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>ii. Tacoma Municipal Court</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.	11/15/2017

QUESTIONS AND ANSWERS

DISTRICT COURT COLLECTIONS SERVICES

RFP No. 1961

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE QUESTION AND ANSWER: Monday, November 27, 2017

4	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.	11/15/2017
5	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.	11/15/2017
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 November 29, 2017 at the same time and place and indicated in the original RFP.	11/15/2017
8	Expected Term of Resulting Agreement (page 3) indicates, "The expected term of the initial contract will be 12 months with optional annual renewals." What is the maximum length of the contract, including the initial term and all renewal options?	The maximum length of the contract is 1 year with 4 optional renewals.	11/27/2017
9	Description of Project (page 3) indicates, "Pierce County District Court is soliciting for a collections vendor for the collection of unpaid fines, penalties and costs due to Pierce County Court District." Will the County permit two companies to bid together as one entity in response to the RFP?	The County is looking to contract with one primary firm for the requested services; subcontracting of some services within this scope may be proposed.	11/27/2017
10	Description of Project (page 3) provides comprehensive information regarding the Pierce County District Court (PCDC) portfolio. Please provide the following clarifications: a. What is the average age of cases at placement? b. What internal attempts to collect a case are made by PCDC prior to placing the account for collection services?	a. The average age of a case at placement is 75 days from the date of violation. b. Prior to placing the account for collections services the defendant has received, the Notice of Infraction/Citation, possibly a Court Order, a Time Payment Agreement and a 30-day notice.	11/27/2017
11	Description of Project (page 4) provides comprehensive information regarding the Tacoma Municipal Court (TMC) portfolio. Please provide the following clarifications: a. What is the average age of cases at placement? b. What internal attempts to collect a case are made by TMC prior to placing the account for collection services?	a. The average age of a case at placement is 75 days from the date of violation. b. Prior to placing the account for collections services the defendant has received, the Notice of Infraction/Citation, possibly a Court Order, a Time Payment Agreement and a 30-day notice.	11/27/2017

QUESTIONS AND ANSWERS

DISTRICT COURT COLLECTIONS SERVICES

RFP No. 1961

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE QUESTION AND ANSWER: **Monday, November 27, 2017**

12	<p>Scope of Work, Section 1.8. Hold/Frozen/Suspense Accounts (page 5) indicates, "Agency shall place no account in a hold/frozen/suspended status without notification to court". Does the County require agencies to request approval prior to placing accounts in a hold status upon receipt of a debtor dispute or complaint?</p>	<p>Yes, in order for the Court to have the opportunity to review the dispute or complaint for validity, the County does require agencies to request approval prior to placing accounts in a hold status upon receipt of a debtor dispute or complaint.</p>	11/27/2017
13	<p>Scope of Work, Section 2.3. Pre-Collection Letter (page 5) indicates, "The Agency shall assume the expense for the 30-day pre-collection letter, including postage, envelopes, stuffing, paper, preprinted form, etc." Will the agency be entitled to a fee for amounts recovered during the 30-day pre-collection period?</p>	<p>No, accounts are not placed in collections until after the 30-day pre-collection period.</p>	11/27/2017
14	<p>Scope of Work, Section 5.1. Daily Transmittal to Court (page 7) indicates, "The Agency shall remit to the Court on the next business day all funds received that apply to unpaid Court accounts, except that the Agency need not remit the portion of payment necessary to satisfy cost added to judgment by the Court incurred by the Agency"; however, Section 4.1. Application of Payments-Normal (page 6) indicates, "The amounts received by the Agency hereunder shall be the Agency's sole compensation, and shall not be disbursed to the Agency...until the amounts due the Court have been remitted to the Court..." Please clarify whether the County requires gross remittance (i.e., total collected, including the agency's fees) or net remittance (i.e., total collected less the agency's fees).</p>	<p>The County requires the agency to transmit the net remittance (principle and interest) to the Court.</p>	11/27/2017
15	<p>Scope of Work, Section 5.4. Monthly Time Payment Services and Fees (page 8) indicates, "Agency shall propose in response to this RFP pricing for implementation of a monthly time payment program for court clientele with outstanding fines that are not in collection status." Please clarify what the County is requesting for monthly time payment services. Is the County requesting information regarding first-party collection or billing services?</p>	<p>Yes, we currently administer our own monthly time payment agreements for timely cases, not assigned to collections. We are requesting pricing for this to be done by the collection agency.</p>	11/27/2017

QUESTIONS AND ANSWERS

DISTRICT COURT COLLECTIONS SERVICES

RFP No. 1961

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE QUESTION AND ANSWER: **Monday, November 27, 2017**

16	<p>Submittal Checklist (page 11) indicates, “By submitting a proposal, proposer agrees that all documents, reports, proposals, submittals, working papers, or other materials prepared by the Contractor pursuant to this proposal shall become the sole and exclusive property of the County, and the public domain, and not the property of the Contractor.”</p> <p>What is the County’s policy regarding proprietary/confidential information submitted by agencies? Are agencies permitted to label such information as proprietary/confidential to avoid public disclosure?</p>	<p>Yes, agencies are permitted to label such information as proprietary/confidential.</p>	11/27/2017
17	<p>County’s Evaluation of Proposals, Reserved Rights and Procedures, Item 1.d. (page 12) indicates, “Pierce County expressly reserves the following rights... To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the County, is in the best interest of the County.” To how many agencies does the County anticipate awarding contracts as a result of this RFP?</p>	<p>The County will award one (1) contract as a result of this RFP.</p>	11/27/2017
18	<p>County’s Evaluation of Proposals, Evaluation Criteria (page 12) provides a list of criteria on which agencies will be evaluated. What are the point values or relative weights assigned to each of the eight criteria presented in this section?</p>	<p>a. The ability of the firm to provide the proposed services based on the contemplated scope of work and volume of business. 10 points</p> <p>b. The experience of the firm, length of time in business, and other matters relating to relevant experience. 10 points</p> <p>c. Experience of the individuals who will be assigned to provide the proposed services. 5 points</p> <p>d. Appropriateness and flexibility of pricing arrangements. 15 points</p> <p>e. Customer references either submitted with the proposal or gathered by the County. 5 points</p> <p>f. The firm’s proposed approach to this work, including compliance with requirements, innovative offerings, services offered and other related matters. 10 points</p> <p>g. Past performance when providing services to the County. 20 points</p> <p>h. Other information as appropriate.</p>	11/27/2017

QUESTIONS AND ANSWERS

DISTRICT COURT COLLECTIONS SERVICES

RFP No. 1961

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE QUESTION AND ANSWER: **Monday, November 27, 2017**

19	<p>County's Evaluation of Proposals, Evaluation Criteria (page 12) indicates proposals will be evaluated on the "proposed approach to this work, including compliance with requirements, innovative offerings, services offered and other related matters". Does the County desire a point-by-point response to each of the sections under Scope of Work on pages 4 to 10 of the RFP?</p>	<p>A point-by-point response to each of the sections under 'Scope of Work' is preferred, but not required.</p>	11/27/2017
20	<p>Contract Compliance for Professional, Technical, Supply or Other Services, Section C. Certification of Nonsegregated Facilities indicates, "All requests to sublet or assign any portion of this contract, at any level, shall be accompanied by evidence of this certification in all subcontract agreements." Please clarify the County's definition of subcontractor. For example, does the County consider third-party vendors that provide letter services or batch skip tracing services to be subcontractors?</p>	<p>Yes, the County considers any third-party vendor that provides letter services or batch skip tracing services, for example, to be subcontractors.</p>	11/27/2017