



**Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov
9 April 2012**

Addendum # 1

RFP # 7449583

Title: Debt Collection Services (MPA # 238)

Submission Deadline: 9 May 2012 @ 11:00 AM (Eastern Time)

- Questions submitted that relate to this solicitation are posted and answered in this addendum
- Questions may be submitted, via email, by 20 April 2012 @ Noon (EDT).
- Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

A handwritten signature in black ink, appearing to read 'Jerome D. Moynihan', is located below the list of bullet points.

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

7449583 Debt Collection questions March 30

What is the date by which you will answer these questions?

April 09, 2012

When is the anticipated contract start date?

The start date will be 07/01/2012.

To how many vendors are you seeking to award a contract?

The number will be decided at the time of bid review. As a reference, there are three vendors on the current contract.

Have all options to extend the current contract been exercised?

Yes.

What is the total dollar value of accounts available for placement now by category, including any backlog?

The dollar volume for higher education is fairly stable each year. Please use the table provided in the RFP as a guide.

What is the average balance of accounts by category?

The average balance of accounts by category was provided in the RFP.

What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?

On average, two or more years old.

What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?

Approximate gross collections from incumbents in the past year were \$700k.

What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?

The State will not make projections on future placements. Please use the historical table provided in the RFP and other information provided as a guide.

Would an out of area vendor still be considered for award of contract?

Yes.

What has been the historical rate of return or liquidation rate provided by any incumbent(s), and/or what is anticipated or expected as a result of this procurement?

Requested information is not available.

If applicable, will accounts held by any incumbent(s) or any backlog be moved to any new vendor(s) as a one-time placement at contract start up?

If applicable, the accounts will be held by the incumbent.

Do the incumbent vendors have an office within Rhode Island?

Not all of the vendors have an office within Rhode Island.

Would an out of area vendor still be considered for award of contract?

Yes.

What kind of office functionality does the awarded vendor need to have within the Rhode Island area, if any?

A Rhode Island office is not required.

Does the State require that vendors perform the work/be located within the State of Rhode Island?

No.

Are vendors with a facility within close proximity to the State offices preferred under this contract? If so, what weight will be given to the location of the facility?

The accessibility of a vendor will be considered on a relative basis amongst the bids received.

For the question below, are you looking for a company to perform all billing for the State of RI, or are you looking for a company to perform pre-collect billing for those accounts that were originally billed by the state but have not paid yet but who you are not quite ready to send to collections yet? Can you clarify?

Scope of Work

- 1. Complete all billing, necessary research, debtor locating and debtor contract in order to collect *current accounts receivable*.**

This is mentioned to ensure the vendor is aware that they are responsible for all efforts to collect the receivable if their process includes a collection billing. This is not for all billing or pre-collect billing for the State of Rhode Island.

END