

1. Please confirm the due date for this procurement is **9/2/2015**.

**Correct, due dates for all submissions is Wednesday, September 2, 2015 at 2:00 p.m.**

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

**All questions submitted will be answered as timely as possible and emailed to those known to have received this RFP. They will also be posted on our website.**

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

**Actual dollars last year - \$4,034.80**

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

**One**

5. Please describe your level of satisfaction with your current vendor(s), if applicable.

**Satisfied.**

6. Since MyGovWatch website users can download documents showing how you selected your vendor(s) for this contract in the past, including winning proposals, evaluation documents, and copies of the contract, will you release these documents to all interested parties now so all bidders have access to the same information?

**That information will be made available after the bidding process is complete.**

7. Will accounts be primary placements, not having been serviced by any other outside collection agency, and/or will you also be referring secondary placements? If so, should bidders provide proposed fees for secondary placements also?

**Primary only.**

8. What collection attempts are performed or will be performed internally prior to placement? **Two notices are generally sent by mail. No other collection attempts are made by the City.**

9. What is the total dollar value of accounts available for placement now by category, including any backlog? **The only category of bills will be Water Utility Bills. The total available for placement is \$135,735.**

10. What is the total number of accounts available for placement now by category, including any backlog?

**Total number of accounts available for placement is 723.**

11. What is the average balance of accounts by category?

**The average balance on each account is \$187.74.**

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

**The average age of placement is 120+ days.**

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

**We will initially place all accounts currently available for placement with the vendor and then going forward we expect to place 150 accounts per quarter with the vendor.**

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

**We will initially place all accounts currently available for placement with the vendor and then going forward we expect to place \$30,000 to \$35,000 per quarter with the vendor.**

15. 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?

**Historical rate of return has been 11%; we would anticipate that rate or better.**

16. 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?

**No, primary accounts only.**