

Questions and Answers

RFP 070-KK10 BAD CHECK COLLECTION SERVICES

Why is the contract out to bid at this time? [The District issued the RFP to improve Business practices.](#)

Are any evaluation criteria missing from the RFP? There appears to be a letter missing. To clarify, the evaluation criteria are listed as A, B and then D. Is there supposed to be a letter C as another evaluation criteria or is that merely a typo? [It is merely a typo. The evaluation criteria for M/WBE should be "C" rather than "D".](#)

Please clarify any MBE/WBE requirements you have. For example, what is required with the proposal, and what is required to comply during the term of the contract? [The School Board has an active Minority/Women Business Enterprise \(M/WBE\) Program, to increase contracting opportunities for M/WBE's. In keeping with this policy, if a minority firm, which is Woman or African American-owned and operated, is to perform a scope of work, provide documentation to substantiate the experience of the M/WBE and its staff in providing this type of service. The Division of Business Development and Assistance must certify all M/WBE's, prior to contract award. The M/WBE Application may be accessed through the following link: \(VIII. Equal Employment Opportunity and M/WBE Participation, par. 2\)](#)

[The RFP for this engagement does not include preference for Minority/Women Business Enterprises \(M/WBE\). However, M/WBEs are strongly encouraged to pursue business as primes and non-minority primes are, likewise, encouraged to hire M/WBEs \(as defined above\) as sub-consultants/ contractors whenever possible to perform District work.](#)

Who are the incumbents, and how long have the incumbents been providing the requested services? [This is the first time the District has put out a bid for these services.](#)

Has the current contract gone full term? [Not applicable](#)

Have all options to extend the current contract been exercised? [Not applicable](#)

What collection attempts are performed or will be performed internally prior to placement? [The District usually sends two notification letters.](#)

Will the selected vendor be allowed to litigate balances exceeding a certain dollar amount on your behalf, with your explicit approval? [Explicit approval by the District would have to be granted on a case by case basis, and before any legal action would take place.](#)

What is the total dollar value of accounts available for placement now by category, including any backlog? [Information is not available. The District does not have a system in place to compile this information.](#)

What is the total number of accounts available for placement now by category, including any backlog? [Information is not available. The areas involved are Food Service, Internal Accounts and Treasury Dept. At this time the District does not have a system in place to compile this information.](#)

RFP 070KK10 – BAD CHECK COLLECTION SERVICES

Page 2

What is the average balance of accounts by category? [Information is not available.](#) The District does not have a system in place to compile this information.

What current contingency fees or other fees are currently being billed by any incumbent(s), by category? [Not applicable](#)

What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category? [Not older than two years.](#)

What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)? [Not applicable](#)

What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category? [Information is not available.](#)

What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category? [Information is not available](#)

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? [Not applicable](#)

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? [Not applicable](#)

To what extent will the location of the bidder's call center and/or corporate headquarters have a bearing on any award(s)? [No.](#)

Do you have current vendor? [No](#)

If so, please answer the following

Name of company

Collection fee charged

Commission paid last year

Recovery rate

Please provide the following information about the bad check submitted for collection on a monthly basis:

number of checks [Unknown.](#) The District does not have a centralized system to capture this information.

average dollar amount [\\$20](#)

average age [Not older than 2 years.](#)

Will there be a backlog of check submitted? If so, please provide number and dollar amount. [The information will have to be gathered from the individual schools/locations.](#)