

AMENDMENT OF SOLICITATION



1. AMENDMENT
A001

2. EFFECTIVE DATE
5/25/2016

3. REQUISITION NO. /
P.O. NO. N/A

4. ISSUED BY
Purchasing & Strategic Sourcing Department
City of El Paso
City 1
300 N. Campbell, 1st Floor
El Paso, Texas 79901-1153

5A. AMENDMENT OF SOLICITATION NO. **2016-891R**

TITLED: Delinquent Tax Collection Services

5B. BID DUE DATE:

June 1, 2016
2:00 P.M. MST

6. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 7. The hour and date specified for receipt of offers is EXTENDED or NOT EXTENDED

All amendments must be acknowledged on the "SOLICITATION OF OFFERS". Failure to do so may be cause for rejection of offer.

7. DESCRIPTION OF AMENDMENT

- A. Responses to Bidders questions are on the following page(s).
- B. Replace and disregard pages 26 and 27; replace with pages attached 22 and 23

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE DOCUMENTS, AS HERETOFORE CHANGED, REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

CITY OF EL PASO
BRUCE D. COLLINS, CPPO
PURCHASING DIRECTOR

Approved by _____ /s/ _____
Haydee Peña
Purchasing Agent



**Responses to Questions
Solicitation No. 2016-891R
Title: Delinquent Tax Collection Services**

Q #	QUESTION/COMMENT	RESPONSE
1.	Please confirm the due date for this procurement is 6/1/2016 .	The date for submission of proposals is 6/1/2016. Please check our website regularly for any updates of this solicitation.
2.	What is the date by which you will answer these questions?	The date to provide answers is 5/25/2016.
3.	Why is the contract out to bid at this time?	The existing contract expires on December 31, 2016.
4.	Has the current contract gone full term?	No.
5.	Have all options to extend the current contract been exercised?	Yes.
6.	Who is the incumbent, and how long has the incumbent been providing the requested services?	Law firm of Delgado, Acosta, Spencer, Linebarger, and Perez, LLP.
7.	How are fees currently being billed by any incumbent(s), by category, and at what rates?	Tax Office disburses the collection fee collected, 15-20% depending on the taxing unit.
8.	What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?	\$2,363,718 was paid during fiscal year 2015.
9.	Please describe your level of satisfaction with your current vendor(s), if applicable.	Highly satisfied.
10.	To what extent are these accounts owed by private consumers versus commercial businesses?	Information not available. Information is broken down by personal property versus real property.
11.	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 placements.
12.	What collection attempts are performed or will be performed internally prior to placement?	None.
13.	What is the total dollar value of accounts available for placement now by category, including any backlog?	Currently, \$99M is outstanding, all years.
14.	What is the total number of accounts available for placement now by category, including any backlog?	We currently have approximately 69,000 delinquent accounts, all years.
15.	What is the average balance of accounts by category?	Personal property - \$1,070 Real property - \$1,735

16.	What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?	Accounts are placed twice a year, April 1 st for personal property and July 1 st for real property.
17.	What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?	Yearly: Personal property - \$10M Real property - \$32M
18.	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?	At least 30% during the first year.
19.	Have all cases been fully adjudicated by the time of placement?	No.
20.	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?	Based on the rule of ethics of the State of Texas, a transition plan must be submitted with the proposal that addresses this question.
21.	The Solicitation starts with page 1, goes through page 21, and then goes through to page 26. Are pages 22-25 missing from the solicitation? If yes, when will they be provided to offerors?	No pages are missing. This has been corrected within this amendment.
22.	<p>Under Part 4 – Format on page 13, Section 4.1, 1. states “Maximum length including title page, the entire proposal, and appendices should not exceed 100 pages but may be required in some instances.” Please respond to the following questions:</p> <p>a. Under Part 3-Scope of Work on page 13, Item 9 states “Tax collection reports for the Firm’s largest three governmental clients served by the by the El Paso area office responding to this RFQ and the three largest jurisdictions served by the Firm for a 24 month period shall accompany the Firm’s proposal.” Please clarify “tax collection reports”. Are these the Tax Office reports? If not, will the firm’s reports meet your needs? Will the pages in the reports that we submit count toward the 100 page limit in 4.1, 1?</p> <p>b. Under Part-4-Format on page 15, 4.1, 9. states “Include all pages from this Request for Qualifications...” Will the pages from the Request for Qualifications count toward the 100 page limit in Section 4.1, 1?</p>	<p>a. The firm’s reports of collection activity meet the request.</p> <p>b. Disregard the 100 page limit.</p>
23.	Under Part 5 – Evaluation on page 18, 5.2 Evaluation Factor B, Experience and Qualifications, states “Provide a resume detailing your...guaranteed “up-time” for information technology systems during tax peak season.” Please define what is meant by “up-time.”	Up-time is the time the system is available for processing payments, processing corrections, running reports, etc.

24.	<p>Under Part 4 – Format on page 15 Item 11 requests points of contact and relevant information from three or more organizations that have used our company for similar services. On page 16, Item 16 requests a list of references that can be contacted to discuss the performance on similar work. Part 5 – Proposal Evaluation, page 18, 5.2 Evaluation Factor C, asks for three references of projects comparable in size and complexity to the requirements delineated within this solicitation. Please confirm if we must provide different points of contacts and references for each item, or if we can use the same points of contacts and references we list in the form provided in Evaluation Factor C.</p>	Same may be used.

Responsibility Determination

The responsibility determination includes consideration of a Respondent's integrity, compliance with public policy, past performance with the City (if any), financial capacity and eligibility to perform government work (e.g., debarments/suspension from any Federal, State, or local government). The City reserves the right to perform whatever research it deems appropriate in order to access the merits of any Respondent's proposal.

A. Financial Capacity Determination

FINANCIAL INFORMATION

Financial Statements. Please provide financial statements for your organization for at least the last two (2) fiscal years as follows:

If a **publicly** held organization:

- (1) Consolidated financial statements as submitted to the Securities and Exchange Commission (SEC) on Form 10K.
- (2) The most recent Forms 100 since the last Form 10K was submitted.
- (3) Any Form 8K's in your last fiscal year.

If a **privately** held organization:

- (1) Balance sheet for your last two fiscal years certified by an independent Certified Public Accountant.
- (2) Statement of income of your last two fiscal years certified by an independent Certified Public Accountant.

Management discussion and analysis of your organization's financial condition for the last two years indicating any changes in your financial position since the certified statements were prepared.

If not considered proprietary, any recent Management Letters.

Evidence of Financial Responsibility.

Submit evidence of financial responsibility. This may be a credit rating from a qualified firm preparing credit rating or a bank reference.

The City reserves the right to confirm and request clarification of all financial information provided (including requesting audited financial statements certified by an independent Certified Public Accountant), or to request documentation of the Offeror's ability to comply with all of the requirements in the Proposal Documents.

Incomplete disclosures may result in a proposal being deemed non-responsive.

Note: Dun & Bradstreet has the capability to obtain information on past performance on specific contractors. Accordingly, the Airport may require Offerors to provide a copy of a recent past performance report prepared by Dun & Bradstreet. The Past Performance Evaluation Report provided to the Offeror by Dun & Bradstreet shall be submitted, not later than 14 calendar days after request by the City. The Offeror shall be responsible for the cost of Dun & Bradstreet's preparation of the report.

B. Technical Capacity Determination

The City may conduct a survey relating to the Respondent's record of performance on past and present projects that are similar to the scope of work identified in this RFQ, which may include services/projects not identified by the Respondent. The City reserves the right to perform whatever research it deems appropriate in order to assess the merits of any Respondent's proposal. Such research may include, but not necessarily be limited to, discussions with outside Respondents, interviews and site visits with the Respondent's existing clients and analysis of industry reports. The City will make a finding of the Respondent's Technical Resources/Ability to perform the RFQ scope of work based upon the results of the survey.

A Respondent will be determined responsible if the City determines that the results of the Technical Resources/Ability survey reflect that the Respondent is capable of undertaking and completing the RFQ scope of work in a satisfactory manner.