

Form: **Addendum #1**
Project Title: **RFP 24-12 Collection Services**
Issued Date: **June 20, 2024**

#	Item	Description
1	Questions & Answers	Questions & Answers have been posted as part of this Addendum.

The information contained herein clarifies, revises, supplements and/or supersedes the specific parts of the documents referred to and shall be attached to and become part of those documents as if originally forming a part thereof. Except herein as modified, all other provisions of the documents shall remain in full force and, unless otherwise described in this Addendum, shall comply with the requirements originally specified. All other conditions of this project will remain in effect.

- Office of Procurement & Contracting: <https://stockton.edu/procurement-contracting/index.html>
- Please direct any questions to: RFP-Purchasing@stockton.edu

ADDENDUM ACKNOWLEDGMENT

I acknowledge that I have received and reviewed this Addendum

Company Name (please print)

Name (please print)

Signature

Date

THIS ACKNOWLEDGMENT PAGE MUST BE INCLUDED WITH SUBMISSION OR THE BID/PROPOSAL WILL BE REJECTED.

Questions & Answers

	1	Question & Answer
		Please reconfirm the due date for this procurement by providing it in response to answers to questions.
		In order to be considered, submissions must be received by the Office of Procurement & Contracting by July 9, 2024 at 2:00 p.m. (eastern time) as stated on 'Schedule of Events Timetable' (p. 3), subject to modification through addenda. The time of acceptance is firm, and late submissions will be ineligible for consideration.

	2	Question & Answer
		When is the anticipated contract start date?
		Although the University makes no guarantees of Contract start date, the anticipated start date will be approximately 3 weeks after Bid Proposals are due.

	3	Question & Answer
		When is the anticipated award date?
		Although the University makes no guarantees of award date, the anticipated award date will be approximately 1-2 weeks after Bid Proposals are due.

	4	Question & Answer
		A. Are bidders permitted to deviate in any way from any manner of quoting fees you may be expecting? For example, if there is a pricing page in the RFP, can bidders submit an alternate fee structure?
		B. If there is no pricing page in the RFP, do you have any preference for how bidders should quote fees or can bidders create their own pricing categories?
		A. Bidders must not deviate from and/or modify the formatting of the Proposal Page(s) which are provided on Page(s) 20 and 21 of the RFP document. Alternative pricing structures are NOT acceptable.
		B. The Proposal Pages ARE included within the RFP Document, so this part of the Bidder question is not applicable.

	5	Question & Answer
		Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable.
		Not applicable for bidding purposes, no response made by the University.

	6	Question & Answer
		To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award?
		The Contractor must be able to fulfil all requirements in the RFP and Contract. Beyond that, a Bidder's geographical location will not be a consideration. However, pursuant to N.J.S.A. 52:34-13.2, every contract primarily for the performance of services shall include provisions which specify that all services performed under the contract or performed under any subcontract awarded under the contract shall be performed within the United States. Therefore, it is recommended that Bidders are located within the United States.

	7	Question & Answer
		How are fees currently being billed by any incumbent(s), by category, and at what rates?
		Not applicable for bidding purposes, no response made by the University.

	8	Question & Answer
		What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?
		The University details background information beginning on page 8 of the RFP document. Bidders may utilize these figures to determine anticipated spend.

	9	Question & Answer
		What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?
		The University details background information beginning on page 8 of the RFP document. Bidders may utilize these figures to determine anticipated spend.

	10	Question & Answer
		Can you please indicate what inbound and outbound contact methods, beyond phone calls or letters (such as email and text), would be permitted by the scope of work?
		Besides the contact methods listed, the University does not have any other pre-approved methods. However, Bidders may suggest additional forms of outreach within Bid Proposals for evaluation and consideration by the University. The University may, in its sole discretion, reject any form of communication or outreach it deems inappropriate or disadvantageous.

	11	Question & Answer
		In the Checklist (page 4), the web link for item #5: Certification of Non-Involvement in Prohibited Activities in Russia or Belarus isn't working.
		The Certification of Non-Involvement in Prohibited Activities in Russia or Belarus can be accessed here: Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

	12	Question & Answer
		Please confirm the Checklist (page 4) is for reference only and shouldn't be included in our proposal.
		The Vendor Checklist itself is not required to be included with the bidder's submission. However, please note the following:
		<ul style="list-style-type: none">• Items # 1,2, & 3 of the checklist <i>MUST</i> be included with Bid Proposal. Failure to include items 1,2, & 3 with Bid Proposal will result in rejection of Bidder's submission.• All other documents must be received prior to issuing a Contract to the Awarded Vendor.

	13	Question & Answer
		Regarding X., E. Submission Format (page 17): To ease evaluation and make sure proposals align with your evaluation criteria, are there any particular areas within the RFP that need to be addressed in response to:
		<ol style="list-style-type: none">a. "Section 3 Vendor Qualifications: Experience & Capabilities of the Organization" and/orb. "Section 4 Project and Team Staffing Experience, Qualifications, and References"
		The Bidder should provide detailed and cohesive information related to the Scoring Categories in relation to the RFP scope of work. The information provided by the Bidder is at its discretion, and should include any pertinent information for evaluation by the scoring committee.

	14	Question & Answer
		Regarding X., E. Submission Format (page 17): May we renumber the response sections for numerical continuity as Sections 1,2,3,4, and 5, instead of Sections 1,3,4,6, and 7?
		Yes, the Bidder may number sections according to its own submission. Section formatting does not need to perfectly align with the RFP outline, and this will not be grounds for rejecting a Bid Proposal.

	15	Question & Answer
		Regarding X., E. Submission Format (page 17): Within the submission format, where should the University-supplied references page(s) be inserted?
		There is not a required location for the University-supplied reference page. Generally, references are included after the Proposal Pages in the Bidder's submission (as they are in the RFP document).

	16	Question & Answer
		Can we bid only on the 'National, local, International' accounts or do we need to bid on both 'National, local, International' and 'Perkins'.
		Bidders may submit only for specific accounts. However, this may impact their overall evaluation.

	17	Question & Answer
		A. Would the University consider adding pre-collection services to the RFP or allowing us to respond as a pre-collection service provider rather than a collection agency? If so, can the pricing outline be modified to include or allow for pre-collections, as it is currently geared towards debt collection?
		B. If the University does not wish to add pre-collections services to this particular RFP, might you be interested in adding a pre-collections solution as a separate project, either now or in the future?
		No on both accounts.

If you submitted questions to RFP-Purchasing@stockton.edu by the due date indicated in the project document, but they were not received and answered here, please contact:

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