



593-2019 ADDENDUM 4

PROVISION OF COLLECTION AGENCY SERVICES FOR CONSUMER AND COMMERCIAL ACCOUNTS

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL

ISSUED: August 29, 2019
BY: Tommy Khamphavong
TELEPHONE NO. 204 - 986-7507

THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Ar20160708

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

PART A – PROPOSAL SUBMISSION

Replace: 593-2019 Addendum 3 - Proposal Submission with **593-2019 Addendum 4 - Proposal Submission**. The following is a summary of changes incorporated in the replacement Proposal Submission:

Form B (R2): Added a new column for Expected Recovery Rate.

Form C (R1): Deleted

Page numbering on some forms may be changed as a result.

PART B – BIDDING PROCEDURES

Delete B7.1(c)

Delete: B10

Revise: B22.1 to read: Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
- (b) qualifications of the Proponent and the Subcontractors, if any, pursuant to B16: (pass/fail)
- (c) Total Bid Price; (Section B) 55%**
- (d) Experience of Proponent and Subcontractor; (Section D) 20%
- (e) Policy and Procedures; (Section E) 15%
- (f) Security and Technology; (Section F) 10%

Clarification: The Expected Recovery Rates (Section C) has been deleted.

Revise: B22.9 to read: Further to B22.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the commission rate, **then multiplied by the expected recovery rate** for each item shown on Form B: Prices.

Revise: B22.9.1 to read: Further to B22.1(a), in the event that a commission rate is not provided on Form B: Prices, the City will determine the unit price by dividing the Amount (extended price) by the approximate quantity, **then divided by the expected recovery rate** for the purposes of evaluation and payment.

Add: B22.9.2 **Further to B22.1(a), in the event that an expected recovery rate is not provided on Form B: Prices, the City will determine the expected recovery rate by dividing the Amount (extended price) by the approximate quantity, then divided by the commission rate for the purposes of evaluation and payment.**

Delete: B22.10

Delete: B22.10.1

PART E – SPECIFICATIONS

Revise: E3.15 to read: The Contractor's performance level shall be measured in accordance with the Expected Recovery Rate stated on Form B: Prices.