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## ADDENDUM #2

Quotations for Small Procurements  
Debt Collection Services  
Solicitation No. 2024-5816

Originally Issued October 4, 2024

### Addendum 2 – Issued October 10, 2024

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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### QUESTIONS:

1. To what extent are these accounts owed by private consumers versus commercial businesses?  
**100% private consumer debt.**
2. 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? **Placements will be primary placements. Bidders are free to provide secondary placements if it is a service they offer.**
3. What collection attempts are performed or will be performed internally prior to placement?  
**Internal collections are day to day rent collections by property managers.**
4. What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category? **There are some old accounts that are on our receivable aging reports and aged accounts written off. Placement ranges from 3 years to 90 days old.**
5. 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? **This information will not be provided.**

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6. 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? **All contact methods as permissible by law and within the parameters allowed by law.**

\*\*\*END OF ADDENDUM TO DATE 10/10/2024\*\*\*

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