

ADDENDUM #1

Request for Proposals
Debt Collection Services
Solicitation No. TP24-5803

Originally Issued 10/9/24

Addendum 1 – Issued 10/17/24

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.

QUESTIONS:

1. Please reconfirm the due date for this procurement by providing it in response to answers to questions. **Please refer to page 1 of the QSP document for the due date. If this date is changed, it will be changed by a future Addendum.**
2. What is the date by which you will answer these questions? **Please see date above.**
3. When is the anticipated contract start date? **November 2024.**
4. When is the anticipated award date? **November 2024.**
5. 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? 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? **No.**

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Equal Opportunity Employer, Equal Housing Opportunities

6. Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable. **This information will not be provided.**
7. To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award? **None.**
8. How are fees currently being billed by any incumbent(s), by category, and at what rates? **See attached fee sheets.**
9. What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)? **No collection agency incumbents.**
10. Can you please provide a greater description of the specific kind of receivables to be placed for collection? **The receivables being placed for collection are primarily past due rent charges and might include charged damages and late fees.**
11. What collection attempts are performed or will be performed internally prior to placement? **Internal attempts are by property managers and involve evictions.**
12. What is the total dollar value of accounts available for placement now by category, including any backlog? **This is by instrumentality (Property). In total, YTD accounts ready for collections is close to \$400K. Accounting also has another \$800K in past due receivables that could be placed for collections.**
13. What is the total number of accounts available for placement now by category, including any backlog? **115 accounts.**
14. What is the average balance of accounts by category? **\$3,400.**
15. What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category? **It varies by account.**

16. What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category? **It varies depending on performance and capacity.**
17. What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category? **See response to #16.**
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? **This information will not be provided.**
19. 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 methods as permitted by law.**

END OF ADDENDUM TO DATE 10/17/24



CMHA SOLICITATION 2020-8051
Collection Services
ATTACHMENT B FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

Age of Account	Firm Fixed Rate
Under 365 Days	<u>20</u> %
366 Days to 5 Years	<u>20</u> %
5+ Years	<u>20</u> %
Existing Judgment	<u>18</u> %
Legal Services	<u>hourly \$</u> <i>see below</i>

Additional Services

Provide a firm fixed hourly rate for related services

Name/Position	Firm Fixed Hourly Rate
<u>Contract Review</u>	\$ <u>250</u>
<u>Compliance Review</u>	\$ <u>250</u>
<u>Counter Claim Defense</u>	\$ <u>250</u>
	\$ _____

Travel costs will not be reimbursed.

Notes and Exclusions:

DISCOUNT OFFERED FOR EARLY PAYMENT: 0 % if invoice paid within N/A days of properly submitted invoice as stated in the RFP.



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Age of Account	Firm Fixed Rate
Under 365 Days	18 %
366 Days to 5 Years	33 1/3 %
5+ Years	33 1/3 %
Existing Judgment	40 %
Legal Services	40 %

Existing judgment will include judgment obtained after referral of account

Additional Services

Provide a firm fixed hourly rate for related services

Name/Position	Firm Fixed Hourly Rate
Daniel J. Wenstrup, President	\$160 _____
Forest S. Heis, Vice-President	\$160 _____
	\$ _____
	\$ _____

Travel costs will not be reimbursed.

Notes and Exclusions:

DISCOUNT OFFERED FOR EARLY PAYMENT: N/A % if invoice paid within N/A days of properly submitted invoice as stated in the RFP.