



# Department of Administrative Services

## Purchasing and Contracts

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### CLARK COUNTY, NEVADA RFP NO. 603699-15 COLLECTION AGENCY SERVICES FOR LAS VEGAS JUSTICE COURT

July 29, 2015

#### ADDENDUM NO. 4

#### REQUEST FOR PROPOSAL

1. The RFP opening date of August 13, 2015 at 3:00:00 p.m. **remains unchanged.**

#### QUESTIONS AND ANSWERS

- Q1. Regarding RFP No. 603699-15 for Collection Agency Services, what file format are the receivables in?  
A1 We currently receive the files in CSV format.
- Q2. Also, I was told the previous bid is public record. Where can I find this information?  
A2. There is no previous RFP/Bid associated with the services which are currently being provided by the incumbent.
- Q3. Can the vendor refer debtors to the Court's website to make credit card payments?  
A3. No.
- Q4. If so, does the Court have Odyssey's program for withholding the vendor's fee for such collections?  
A4. If in collections, Court website will refer defendant to collection agency vs. accept payment.
- Q5. Are any of the accounts currently under a collection contract with the City of Las Vegas?  
A5. No.
- Q6. Is the current vendor performing what is defined in the RFP as 3rd party collections or are they performing 1st party collections only?  
A6. 3rd party only.
- Q7. What is the fee the agency is charging for that service?  
A7. 10.9% of what is collected
- Q8. Can Proposers include a Table of Contents to precede the first tabbed section of A. Cover Letter? If so, can/should Proposers provide a hard tab for its inclusion (making it the first tab of the proposal), or should Proposers simply place it, untabbed, before A. Cover Letter? Also, please clarify whether a Table of Contents would be counted against the 75-page limit.  
A8. Yes, please insert it without a tab and this page will not count toward the total page count limit
- Q9. May Proposers provide an additional tabbed section for an Appendix at the very end of the proposal structure to include items referenced in its response, such as resumes, etc.?  
A9. Yes.
- Q10. Do responding Proposers need to formally acknowledge receipt of any addenda issued for this procurement? If so, how and where?  
A10. Technically this is not a requirement. However, Proposers can confirm receipt of the addendum issued and identify them individually under Tab A – Cover Letter.

- Q11. Will the County consider increasing the page limit for proposals? There is a substantial amount of information to include to meet the various requirements.  
A11. No.
- Q12. Can the County provide any additional information about its evaluation criteria for this procurement, such as weighting?  
A12. This information will not be disclosed. However, Proposers should respond to each section accordingly as if it was the highest weighted section within the Evaluation Criteria section.
- Q13. For Item vii under D. Description of Proposed Project and Work Plan, can the County clarify what it is seeking for Documentation Samples and how they differ from the reporting to be provided to the County?  
A13. In addition to the reports, each piece of correspondence sent to LVJC Accounts.
- Q14. Please confirm the intent of the County for Proposer responses to G. Scope of Work and Technical Specifications. Based on the page limit for this procurement and the direction for this section on page 5 of the RFP, we believe that the County is not seeking an item by item response to the requirements identified within the Scope of Work, Exhibit 1. Is it sufficient/compliant to provide a statement of blanket acknowledgment of all requirements?  
A14. Yes, a blanket statement is the minimum requirement.
- Q15. Can the County provide the Disclosure of Ownership/Principals form originally contained in Addendum 1 as a separate and editable file, such that text can be entered into it? As Addendum 1 is a secure file, we cannot extract this form to be completed separately, and we cannot edit a scan of a printed version of this form.  
A15. A fillable pdf copy of the Disclosure of Ownership/Principals form will be provided online, Visit the Clark County Purchasing and Contracts Division website at <http://www.ClarkCountyNV.gov/Purchasing>. Click on "Current Opportunities" and locate and click on Document No. 603699 in the list of current solicitations and the form will be provided therein.
- Q16. Regarding the Disclosure of Relationship Form contained within Addendum 1: (a) Is this form part of the Disclosure of Ownership/Principals form, or is it a separate form? (b) Does this form need to be completed and submitted with proposals? (i) If so, please advise where it is to be included in the proposal.  
A16. (a) Yes, it's a part of the Disclosure of Ownership/Principals Form. (b) Yes. (i) it's identified within Paragraph B, Subsection VII. The form should be placed within this section or you can identify that is contained in another portion of your proposal, i.e., see appendix 123

Except as modified herein, all other RFP specifications, terms and conditions shall remain the same.

Should you have any questions, I can be reached at (702) 455-2729 or [chetanc@clarkcountynv.gov](mailto:chetanc@clarkcountynv.gov).

ISSUED BY:



CHETAN CHAMPANERI  
Purchasing Analyst

Attachment(s): None

Cc: Tim Davis; Las Vegas Justice Court  
Jeff Dunn; Las Vegas Justice Court  
Sherri Parris; Las Vegas Justice Court  
Kim Kampling, Las Vegas Justice Court