

1. Please reconfirm the due date for this procurement by providing it in response to answers to questions.

**Proposals will be due on Friday, June 12, 2024.**

2. What is the date by which you will answer these questions?

**Washington County will answer applicants' questions as quickly as possible as they are received. However, the last day to submit questions is July 10, 2024.**

3. If there was a previous solicitation for these services, what was its title, number, release date, and due date?

**Our current vendor has been with us for more than 20 years and there are no recent solicitations for services.**

4. When is the anticipated contract start date?

**The contract start date will be determined during the contract negotiations process.**

5. When is the anticipated award date?

**The contract award date will be dependent on the length of the contract negotiation process.**

6. Can you please provide greater explanation of your expectations related to any required subcontracting to minority-owned, women-owned, or other types or categories of small or disadvantaged businesses? For example, what is required with the proposal, and what is required to comply during the term of the contract?

**Please refer to the Request for Qualifications.**

7. Can you please provide greater details on how proposals will be evaluated and how the selected vendor(s) will be chosen?

**Please refer to the Request for Qualifications.**

8. 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?

**Applicants should submit their responses including whatever they deem appropriate.**

9. Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable.

**Washington County's level of satisfaction with the current vendor is not relevant to the Request for Qualifications process.**

10. If this is a term contract subject to renewal, what is the term and the maximum number of option periods?

**The term of the contract will be determined during the contract negotiations process.**

11. Has the current contract gone full term?

**This question is not relevant to the present Request for Qualifications process.**

12. Have all options to extend the current contract been exercised?

**This question is not relevant to the present Request for Qualifications process.**

13. Who is the incumbent, and how long has the incumbent been providing the requested services?

**This question is not relevant to the present Request for Qualifications process.**

14. To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award?

**A committee has been formed to review applications. Washington County cannot speak to the internal thought processes of each committeeman.**

15. How are fees currently being billed by any incumbent(s), by category, and at what rates?

**This question is not relevant to the present Request for Qualifications process.**

16. What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?

**This question is not relevant to the present Request for Qualifications process.**

17. To what extent are these accounts owed by private consumers versus commercial businesses?

**The requested information is not readily available. Additionally, this question is not relevant to the present Request for Qualifications process.**

18. 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?

**Applicants should submit their responses including whatever they deem appropriate.**

19. What collection attempts are performed or will be performed internally prior to placement?

**If collection attempts are performed internally, they will be performed by the consolidated tax assessor collector.**

20. Will the selected vendor be allowed to litigate balances exceeding a certain dollar amount on your behalf, with your explicit approval?

**This will be determined during the contract negotiations process.**

21. What is the total dollar value of accounts available for placement now by category, including any backlog?

**The requested information is not readily available but may be disclosed during the contract negotiations process.**

22. What is the total number of accounts available for placement now by category, including any backlog?

**The requested information is not readily available but may be disclosed during the contract negotiations process.**

23. What is the average balance of accounts by category?

**The requested information is not readily available but may be disclosed during the contract negotiations process.**

24. What is the average age of accounts at placement (at time of award and/or on a goingforward basis), by category?

**The requested information is not readily available but may be disclosed during the contract negotiations process.**

25. What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?

**The requested information is not readily available but may be disclosed during the contract negotiations process.**

26. What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?

**The requested information is not readily available but may be disclosed during the contract negotiations process.**

27. 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?

**The requested information is not readily available but may be disclosed during the contract negotiations process.**

28. 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?

**This will be determined during the contract negotiations process, but methods and processes used by the applicant are encouraged to be included by the applicant.**

1. Please clarify if proposals are due Thursday, July 11 or Friday, July 12.

**Proposals will be due on Friday, June 12, 2024.**

2. Due to the close proximity of the due date for questions and the due date for the final proposal, will the County respond to questions as they are received or consider adjusting the final due date to allow for any necessary adjustments to responses based on answers or information provided in response to submitted questions?

**Washington County will answer applicants' questions as quickly as possible as they are received. However, the last day to submit questions is July 10, 2024.**

3. How many copies of the final proposal should vendors submit? Does the County want printed, hard copies or would a PDF file saved to a USB flash drive be acceptable?

**Applicants should submit their responses including in whatever manner they deem appropriate.**

4. In the RFQ, Section C Relevant Experience of the Firm, due to the high number of clients a vendor may have, will the County accept the submission of 3-5 references with contact information along with a complete listing of delinquent property tax collection clients?

**Applicants should submit their responses including whatever they deem appropriate.**

5. The use of letter vendors (print and mail) and skip-tracing vendors is commonplace in the collection industry. For this procurement, does the County consider these vendors to be subcontractors?

**The County does not consider letter vendors or skip-tracing vendors to be subcontractors.**

6. Could you please clarify if you require electronic or paper copies of our submission or both?

**Applicants should submit their responses including in whatever manner they deem appropriate. A USB flash drive and one copy would be sufficient.**

7. If applicable, how many copies should we provide?

**At least one copy.**

8. Can you confirm that section F. Contact is asking for a contract between the county and the firm submitting the RFQ response?

**Yes, please include a DRAFT contract between the county and the firm submitting the RFQ.**