



SOLICITATION ADDENDUM

Date: **10/27/2017**
Subject: **Out-of-State Lien Enforcement RFP**
Solicitation Number: **OGC-2017-16**
Due Date/Time: **November 9, 2017 @ 4:00 pm EST**
Addendum Number: **2**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

The Issuing Office received the following questions regarding the above-referenced RFP and offers the following responses.

Q.1. Are there any personal guaranties on these debts or are they all corporate with no personal guaranties?

A.1. The Department may provide a mix of debt. This would include businesses that owe delinquent taxes and no individual has been personally assessed for the liability or an individual has been personally assessed. It may also include personal income tax liabilities for individuals where the basis of the liability is as a result of non-wage income.

Q.2. Our financials are not audited. Is there compensating information we can provide in lieu of audited financials or is this an absolute requirement?

A.2. Yes. Please provide the unaudited financials along with a list of all owners, partners or shareholders of the firm who possess a 5% or greater interest in the firm.

Q.3. We are a collection agency licensed in all 50 State—we are not a law firm. Are we eligible to respond to this RFP?

A.3. Yes. A collection agency may participate subject to all other requirements of the RFP.

Q.4. Does the 50-page limit restrict bidders to 50 pieces of paper printed front-to-back or 50 printed sides on 25 sheets of paper?

A.4. The page limit was intended for the technical submission. Resumes, required work-force breakdown, appendixes or other RFP requirements are not included in the 50-page threshold.

The 50-page limit is either 50 pieces printed on one side or 25 pieces of paper printed on both sides.

Q.5. Page 7 of the RFP states bidders should include “commitments made for the provision of professional or para-professional legal services.” What types of businesses (such as document management and shredding) are considered paraprofessional?

A.5. Document management, correspondence review, and basic preparation for the creation of subsequent legal documents are proper examples of services which constitute paraprofessional services. Services utilized by paraprofessionals or professionals should be identified. Shredding would not be included as a paraprofessional service as part of this RFP.

Q.6. Is the Department placing account that contain federal tax information?

A.6. Accounts may be placed with a vendor that contain federal tax information (“FTI”). The Department does not wish to limit cases to only those that do not contain FTI. The Department and vendor(s) will work in tandem to seek IRS approval for the vendor to receive FTI.

Q.7. Does the 50-page limit apply only to Appendix D of the Technical Submittal?

A.7. Yes. The technical submittal should be no longer than 50 one-sided pieces of paper or 25 two-sided pieces of paper.

Q.8. In Appendix D, can bidders make questionnaire items single-spaced and make answers to each item double-spaced to allow for more room?

A.8. Yes.

Q.9. Can bidders submit digital files as PDFs instead of Microsoft Word/Excel files?

A.9. Yes.

Q.10. Can you please provide a list of vendors who participated in the Pre-Proposal Conference?

A.10. Yes. This information will be posted on the e-market place website for this RFP.

Q.11. “As part of this analysis, Offerors should describe how they will provide legal representation on a national basis.” QUESTION: Is legal representation in all 50 states required? Or can an Offeror propose to provide Out-of-State Lien Enforcement services in specific states and not all 50 states (i.e., regional coverage)?

A.11. The selected offeror does not have to have a direct presence in every state. However, the selected offeror must have the ability to accept and work a case for legal enforcement in any of the 50 states plus the District of Columbia.

Q.12. Is the Law Firm required to have a managerial level attorney on staff in Pennsylvania?

A.12. A managerial level attorney on staff in Pennsylvania is not required. However, legal work will need to be done in Pennsylvania. The selected offeror must have the ability to conduct this legal work in Pennsylvania.

Q.13. Please provide data on the total number and dollar value of the out-of-state delinquent tax accounts with liens, across all tax types.

A.13. The Department has thousands of liens which, cumulatively, amount to hundreds of millions of dollars against out-of-state taxpayers. For additional information please find the Department's publically available lien list here:

http://www.revenue.pa.gov/GeneralTaxInformation/News%20and%20Statistics/Pages/Reports%20and%20Statistics/Tax-Delinquent-Lien-Listings.aspx#.WfNSoOLD_ct

Q.14. "The Department will retain one or more law firms..." and "The Department also seeks the ability to issue multiple awards to interested law firms..." QUESTION: If the Department retains more than one law firm, on what basis will the referrals be divided among the awarded law firms? On a geographic basis? Alphabetical by debtor name? Tax type? Other?

A.14. After reviewing the proposals, various factors will determine whether or not the Department opts to select multiple offerors.

Q.15. Is a non-law-firm collection agency eligible to bid if it has an in-house Pennsylvania-barred attorney who would manage this project?

A.15. Yes, but it should be noted that the Department no longer considers a managerial level attorney to be on staff in Pennsylvania to be a requirement for this RFP. However, legal work will need to be done in Pennsylvania, and the selected offeror must have the ability to conduct this legal work in Pennsylvania.

Q.16. Section I-13 of the RFP document states "for this RFP, the Commonwealth will only consider for scoring purposes commitment made for the provision of professional or para-professional legal services." What type of suppliers does this include?

A.16. As long as you can justify the use of your subcontractor on this engagement, you will receive credit for purposes of SDB/SB scoring. If you are unsure or have a question regarding this, please contact the Bureau of Diversity, Inclusion and Small Business Opportunities at 717-783-3119.



*** If you asked a question, and do not see your question listed, please let me know right away so we can get you a response as soon as possible.**

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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