



SOLICITATION ADDENDUM

Date: **December 4, 2017**
Subject: **Pennsylvania State Collection & Disbursement Unit**
Solicitation Number: **RFP 01-16**
Due Date/Time: **December 19, 2017 2:00 PM**
Addendum Number: **4**

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).

List any and all changes:

Please find a response to the following question submitted after the question and answer deadline.

- RFP Appendix BB: Tab 2, cell L13 of the spreadsheet references “(III-8.E.) National Medical Support Notice Processing (II-8.F) Defendant Billing Statement/Payment Coupon, Reprints, State Tax Refund Offset Notice Processing, Special Notice Processing.” However, the subsequent line items (cells L15 through L37) do not include “Per Transaction Rates” for NMSN, Reprints and State Tax Refund Offset Notice. The only “Per Transaction Rates” provided are for “Defendant Billing” and “Special Notice.” In Amendment 2, Question #80 sought clarification for this omission. However, question #99 conflicts with the response to question #80. Essentially, answer to Question #80 states the pricing will be determined at a future date through the work order process and the answer to Question #99 states the pricing should be incorporated into Appendix BB as it is currently formatted. Could the Commonwealth clarify where bidders should provide Per Transaction Rates in Appendix BB for National Medical Support Notice Processing, Reprints, and State Tax Refund Offset Notice Processing, or if pricing for these items should not be included as pricing will be determined at a future date through the work order process.

Response: In Reference to Appendix BB, Tab 2, Section III-8 E. and III-8 F., Offerors shall provide the Per Transaction Rate for Defendant Billing Statement/Payment Coupon in Defendant Billing. Offerors shall provide the Per Transaction Rate for National Medical Support Notice (NMSN) Processing, Reprints, State Tax Refund Offset Notice Processing (STROP), and Special Notice Processing in Special Notice. This is stated in Question #99. As for Question #80, this was interpreted for any future potential future enhancements in III-10 B., National Medical Support Notice (NMSN), which the Work Order process would need utilized.

A revised Appendix C, Proposal Cover Sheet, is also attached to this addendum. Please disregard all previous versions.



Type of Solicitation: Hard Copy (Paper) Bid - If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date.

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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