

**BOROUGH OF MIDDLESEX  
NOTICE OF ADDENDUM NO. 1**

**PROFESSIONAL SERVICES RFP – PRIVATE COLLECTION OF MUNICIPAL DEBT SERVICES - 2023**

Addendum No. 1 has been issued for the Bid pertaining to Professional Services – Private Collection of Municipal Debt Services for the Borough of Middlesex on Monday, May 22, 2023 and posted on Borough website.

Copies of Addendum No. 1 may be seen or procured at the following location: Borough of Middlesex, 1200 Mountain Avenue, Middlesex, NJ 08846 during regular business hours Monday-Friday, 9:00 a.m. – 4:00 p.m. or on the Borough’s website at [www.middlesexboro-nj.gov](http://www.middlesexboro-nj.gov).

**TO ALL CONCERNED:** The original bid specification package for the above referenced project is amended as noted in Addendum No.1.

**CONCERNING QUESTIONS SUBMITTED:**

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

ANSWER: Submission of bid proposals is due by May 31, 2023 at 11:00am

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

ANSWER: No later than three days prior to proposal opening date.

- 3) When is the anticipated contract start date?

ANSWER: The term shall begin once the contract approval has been received by the Administrative Director of the Courts.

- 4) When is the anticipated award date?

ANSWER: As per NJSA 40A:11-24 – Time for making awards; deposits returned (a) The contracting unit shall award the contract or reject all bids within such time as may be specified in the invitation to bid, but in no case more than 60 days, except that the bids of any bidders who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed.

- 5) 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?

ANSWER: Pursuant to N.J.A.C. 17-27 et seq. – No firm may be issued a contract unless it complies with the affirmative action provisions of the N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as administered by the Division of Purchase & Property Contract Compliance and Audit Unit (Division) and provided below. The Contract will include the language included as Attachment A in the specification.

- 6) Can you please provide greater details regarding your bid bond and/or performance bond requirements related to this contract? For example, what is required with the proposal, and what is required to comply during the term of the contract? There is conflicting information found on Pages 3 and 33 of the RFP document.

ANSWER: The private collection agency shall have its personnel bonded for not less than \$250,000.00 or provide a blanket surety bond in an amount not less than that same amount protecting the municipality or county from loss

- 7) 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?

ANSWER: NO. Bidders must comply with all requirements of the Supreme Court Procedures Governing the Private Collection of Municipal Court Debt, Under L.2009, C. 233.

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

ANSWER: N/A

- 9) If this is a term contract subject to renewal, what is the term and the maximum number of option periods?

ANSWER: The Borough shall have the right to extend the contract for an additional (2) one year or (1) two-year extension terms following the expiration of the base contract term.

- 10) Has the current contract gone full term?

ANSWER: This is a new service. There is not a current contract.

- 11) Have all options to extend the current contract been exercised?

ANSWER: N/A – SEE ABOVE ANSWER

- 12) Who is the incumbent, and how long has the incumbent been providing the requested services?

ANSWER: N/A – SEE ABOVE ANSWER

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

ANSWER: The location of the bidder will have no bearing on the award. The bidder MUST be authorized to conduct collection activities in the State of NJ and have knowledge of NJ regulations in this area.

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

ANSWER: N/A

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

ANSWER: N/A

- 16) To how many vendors are you seeking to award a contract?

ANSWER: The bidder who meets all the required qualifications, as per N.J.S.A. 40A:11-15, shall be awarded....."The" is meaning one bidder.

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

ANSWER: None are commercial

- 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?

ANSWER: Prior to this bid request, the Borough has not hired an outside collection agency.

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

ANSWER: \$512,069.35

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

ANSWER: 832

21) What is the average balance of accounts by category?

ANSWER: They all vary

22) What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?

ANSWER: Contract has not been awarded

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

ANSWER: Unknown

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

ANSWER: Unknown

25) 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?

Answer: N/A. There has not been an incumbent.

26) What billing servicer do you utilize?

ANSWER: Prior to COVID we were able to send out notices for Delinquent Payments but since 3/21/2020 this function has been turned off statewide for all municipalities. The only other way of notification is by DMV, a letter is sent to Defendants that money is owed because of a current license suspension on their license or of a suspension to occur by the DMV.

27) Have all cases been fully adjudicated by the time of placement?

ANSWER: Only disposed cases with a final determination of guilt are eligible.

28) If applicable, will accounts held by any incumbent(s) or any backlog be moved to any new vendor(s) as a one-time placement at contract start up?

ANSWER: N/A

29) What is your case management/accounting software system of record?

ANSWER: ATS/ACS Automated Traffic/Criminal System

30) Who is your electronic payment/credit card processing vendor?

ANSWER: Harbourtouch is our Merchant in office. Statewide for web payments is NICUSA.

31) What process should a vendor follow, or which individual(s) should a vendor contact, to discuss budget-neutral services outside of the scope of this procurement, but related to it, designed to recover more debt prior to outside placement and lower collection costs?

ANSWER: Borough Administrator, Michael La Place (mlaplace@middlesexboro-nj.gov)

32) How do your current processes and/or vendor relationship(s) systematically determine if the death of a responsible party has occurred?

ANSWER: Usually we are notified by a family member or another court and with the death certificate give to the Judge to vacate payment

33) How do your current processes and/or vendor relationship(s) handle the death of a responsible party?

ANSWER: Usually we are notified by a family member or another court and with the death certificate give to the Judge to vacate payment.

34) Do you have a designated process or policies around deceased accounts today, and what is envisioned in the future?

ANSWER: Usually we are notified by a family member or another court and with the death certificate give to the Judge to vacate payment

35) Do you currently search and file probated estate claims? Have you considered an automated tool to identify and file probated estate claims?

ANSWER: No

36) 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?

ANSWER: The Bidder must submit sample of call and mail scripts" to be used in collection activities. These scripts will be submitted to the (AOC) New Jersey Administrative Office of the Courts and Municipal Court Judge for approval prior to use. The guidelines established by the Administrative Office of the Courts must be strictly followed.

Carmen Modica, QPA  
Purchasing Agent