



**Debt Collection Services
Quotation for Small Purchases (QSP17-Q013)
Issue Date: November 29, 2017**

ADDENDUM #1

Issued: December 19, 2017

NOTICE TO PROPOSERS:

- A. This Addendum shall be considered part of the Contract Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.
- B. Offerors are hereby notified that they shall make any necessary adjustment in their estimates on account of this Addendum. It will be construed that each Bidder's documentation is submitted with full knowledge of all modifications and supplemental data specified herein.

Addendum #1

1. **The deadline for this QSP has been extended to January 4, 2018 at 3:00 PM ET.**

Questions and Answers:

1. Q. Please confirm the due date for this procurement.
A. **January 4, 2018 by 3:00 PM ET.**
2. Q. What is the anticipated start date?
A. **February 1, 2018.**
3. Q. Provide more information on how to submit responses online; the link provided on Page 5 does not work.
A. **The link can also be found by going to our website – www.lucasmha.org , select “Business Partners” at the top, then Procurement under Doing Business with LMHA. Under Open Solicitations & Bids, click on “Submit a Proposal”, and fill out the cover sheet. Attach your PDF proposal to the cover sheet.**
4. Q. What collection attempts are performed or will be performed internally prior to placement?
A. **Repayment agreements are sometimes executed before formal eviction action filed.**



5. Q. What is the average age of accounts at placement (at time of award and/or on a going forward basis), by category?
A. **1-2 months.**
6. Q. Why is this service out for bid at this time?
A. **LMHA has a large number of accounts receivable from unpaid rent after tenants evicted.**
7. Q. What is the frequency of placements and volumes (daily, weekly, monthly, one-time placement)?
A. **In the past, it was monthly.**
8. Q. Will there be an initial large placement of existing accounts?
A. **There could be a placement of a large number of accounts especially if that is the contractor's preference. LMHA could also start fresh once contract is executed depending on circumstances.**
9. Q. Will agencies be required to pursue legal action on certain accounts?
A. **That determination would be up to the agency regarding whether it wanted to file legal action to collect the debt. LMHA occasionally files a second count for monies owed in an eviction action. Pursuing the collection of that debt would be something LMHA would expect the agency to pursue.**
10. Q. How often will accounts be placed?
A. **To be determined.**
11. Q. Do you obtain express consent from your customers for all cellular numbers forwarded to the collection agency upon placement?
A. **That has not been done and is not in the current lease agreement.**

(End of Addendum #1)

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This Addendum shall be considered part of the above referenced QSP as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.

(1) GAUGE LEVEL OF INTEREST: So that we can gauge the level of interest in this QSP, if you have not previously done so, please advise us as to whether you anticipate delivering to us a quotation submittal in response to this solicitation (e.g. "Will Submit" or "No Bid").

Will Submit _____ No Bid _____

Thank you for your interest in doing business with LMHA and we look forward to receiving a submission from your firm.

Sherry Tobin, Manager of Procurement and Contracts

You must acknowledge this Addendum electronically via the NAHRO eProcurement system, by fax to (419) 254-3495, email, on delivery service by no later than December 26, 2017 at 12:00 PM EST. It is the responsibility of all offerors to acknowledge addendums. Failure on the part of any offeror to acknowledge this addendum by the deadline may, at the LMHA's discretion, deem that offeror as non-responsive and may eliminate such offer from consideration for award.

ACKNOWLEDGED BY:

Signature Date Printed Name Company

Demetria M. Simpson, President and CEO
Board of Commissioners
Hugh W. Grefe, Chairman, Alisha Gant, Vice Chairman, Barbara J. Fuqua, William J. Brennan, James A. Peppers