



August 13, 2018

**ADDENDUM NO. FOUR**

**TO ALL OFFERORS:**

<b>REFERENCE:</b>	Request for Proposal No:	<b>RFP# LBS-997</b>
	RFP Issue Date:	<b>June 22, 2018</b>
	Commodity:	<b>Collection Services</b>
	RFP Closing On:	<b>August 16, 2018 at 2:00 p.m. (Eastern)</b>
		<b>August 21, 2018 at 2:00 p.m. (Eastern)</b>

**Please note the clarifications or change(s) made on this proposal:**

**The closing date and time has been extended to August 21, 2018 at 2:00 p.m. Eastern.**

**Question:** Will each university supply the original Date of Default/Delinquency at time of placement in order to establish a valid Statute of Limitations?

**Answer:** State funded schools do not have a statute of limitation on their debts.

**Question:** Will collection costs be allowed and added to non-Perkins placements? If so, what authority does each university have to allow collection costs to be added to the amount placed?

**Answer:** Most VASCUPP schools add collection costs to non-Perkins placements and each school will communicate their process to selected Contractors. Authority is pursuant to Sec 2.2-4805 et seq., of the Code of Virginia, and in accordance with rules and regulations promulgated by the State Comptroller and Attorney General of the Commonwealth of Virginia.

**Question:** How will the collection costs to be imposed on an account be communicated by each university to us?

**Answer:** This is communicated at the time of placement.

**Question:** What are the schools' requirements regarding account retention?

**Answer:** This varies by university and will be communicated by the university to each new Contractor.

**Question:** Reference page 25, Letter J, Payment (d) of the RFP: This term and condition states that, "The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail...". Please clarify if this statement is referring to the consumer payments received and posted in our office or is the statement referring to payments made to the client by the agency.

**Answer:** This refers to payments made by the university (agency) to Contractors.

**Question:** Reference Part IV Section of Needs, Section C, Question # 17: Will the client accept a 14 day hold on payments to avoid returned payments?

**Answer:** Offerors should describe the process used in the event that Non-Sufficient Funds (NSF) check is returned from a debtor's payment.

**Question:** Reference Part IV Statement of Needs, Section C, Question # 15: Please define what is being referred to as "billing agent"?

**Answer:** The billing agent for each VASCUPP school is listed within the background statement.

**Question:** What are the collection fees currently being paid?

**Answer:** The current collection fees are specified within the current contracts, which can be found at [www.vascupp.org](http://www.vascupp.org).

**Question:** What are the settlement parameters (the % that can be forgiven) or does everything go through the VASCUPP schools?

**Answer:** As specified within the Statement of Needs, "The Contractor shall not settle any balance or agree to a compromise within the prior written agreement of the VASCUPP institution."

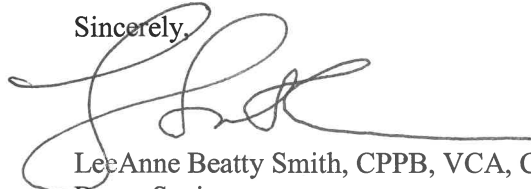
**Question:** How do we get the placements? Do the universities forward them?

**Answer:** VASCUPP institutions will deal directly with Contractor(s) after award and will forward any placements.

**Question:** How long do we keep the placements if we win the bid?

**Answer:** The length of the placement is determined by each VASCUPP institution.

Sincerely,



LeeAnne Beatty Smith, CPPB, VCA, CUPO  
Buyer Senior

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