



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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Mayor

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April 19, 2012

**SUBJECT:** Letter of Clarification No. 6 Delinquent Account Collection  
Services for the Municipal Courts Department

**REFERENCE:** Request for Proposal No. S46-T24217

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

• **To revise the above referenced solicitation as follows:**

1. **Extend the Proposal Due Date to Tuesday, April 24, 2010 at 2:00 p.m.**
2. Page 35, EVALUATION AND SELECTION PROCESS – SECTION 2 – SELECTION PROCESS, shall be revised to read as follows:

Each Proposal will be evaluated on the basis of the following evaluation criteria that are listed in order of importance below:

- 2.1.1 Proposed strategy and operations plan
- 2.1.2 Experience, reputation and success in performing delinquent municipal court collections
- 2.1.3 ~~Financial strength of the prospective Proposer and subcontractors~~  
**Financial incentives to the City (new)**
- 2.1.4 ~~Conformance to the Scope of this Request for Proposal document~~  
**Financial strength of the prospective Proposer and subcontractors**
- 2.1.5 ~~M/WBE Participation~~  
**Conformance to the Scope of this Request for Proposal document**
- 2.1.6 M/WBE Participation

Remove Page 35 and replace with attached Page 35 marked Revised – April 19, 2012.

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**LETTER OF CLARIFICATION 6  
DELINQUENT ACCOUNT COLLECTION SERVICES  
SOLICITATION NO. S46-T24217**

**The following question and City of Houston response are hereby incorporated and made a part of the Request for Proposal:**

1. Please provide the overall collection rate for each of the categories of accounts, after 12 months of collection activity.

**Answer:** *As stated in our response to Question 23 of Letter of Clarification 5 – Data available at this time indicates an approx. 18% collection recovery rate since vendor contract was amended in September, 2011.*

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Proposal, please contact me.

*Eric Alexander*

Eric Alexander  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8704

Attached Revised Page: 35

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**LETTER OF CLARIFICATION 6  
DELINQUENT ACCOUNT COLLECTION SERVICES  
SOLICITATION NO. S46-T24217**

**1.0 EVALUATION SUMMARY:**

- 1.1 Proposal received. The short listed Offeror(s) may be scheduled for a structured oral presentation, demonstration and/or interview. Such presentations will be at no cost to the City of Houston. At the end of the oral presentation, demonstration and/or interview, the evaluation of the short listed Offeror(s) will be completed. However, the evaluation committee reserves the right to issue letter(s) of clarity when deemed necessary to any or all Offeror(s). The oral presentations, demonstrations and/or interview may be recorded and/or videotaped.

**2.0 SELECTION PROCESS:**

- 2.1 The award of this contract(s) will be made to the respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of the Offeror(s) to create, modify and implement the required application modules. The City reserves the right to negotiate a final contract with any Proposer(s) based on the terms of this RFP and/or any other terms, consistent with this RFP, the City so chooses. There shall be no final binding agreement with the City until a formal written contract is entered into between the City and the Proposer(s) and such contract is approved by the City Council and countersigned by the Mayor and Controller. Each Proposal will be evaluated on the basis of the following evaluation criteria that are listed in order of importance below:
- 2.1.1 Proposed strategy and operations plan
  - 2.1.2 Experience, reputation and success in performing delinquent municipal court collections
  - 2.1.3 Financial incentives to the City
  - 2.1.4 Financial strength of the prospective Proposer and subcontractors
  - 2.1.5 Conformance to the Scope of this Request for Proposal document
  - 2.1.6 M/WBE Participation
- \* Hire Houston First Preference Points (City Business = five (5) extra percentage points or Local Business = three (3) extra percentage points and Non-City and Non-Local Business will receive zero (0) extra percentage points).

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Revised April 19, 2012

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