



Housing Authority of the City of Pittsburgh

Contracting Officer
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July 17, 2017
Collection Agency Services
RFP #150-30-17

ADDENDUM NO. 2

This addendum issued July 17, 2017 becomes in its entirety a part of the Request for Proposals RFP #150-30-17 as is fully set forth herein:

Item 1: Q: Your current contract started in September 2011 with a term of 3 years and 2 one year options. The contract should have ended in September 2016. Was the contract extended until RFP 150-30-17 was released?

A: Yes.

Item 2: Q: Please describe your level of satisfaction with your current vendor(s), if applicable.

A: Satisfied

Item 3: Q: Can you please provide a greater description of the specific kind of receivables to be placed for collection?

A: Tenant rent and associated applied charges.

Item 4: Q: Will the selected vendor be allowed to litigate balances exceeding a certain dollar amount on your behalf, with your explicit approval?

A: Yes.

Item 5: Q: What is the total dollar value of accounts available for placement now by category, including any backlog?

A: Accounts will only be from execution date of the awarded contract forward.

Item 6: Q: What is the total number of accounts available for placement now by category, including any backlog?

A: This procurement is for accounts from execution date of the awarded contract forward.

Item 7: Q: What is the average balance of accounts by category?

A: Any account over \$25.00 is collected.

Item 8: Q: What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?

A: **3 months.**

Item 9: Q: What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?

A: **Varies based on evictions and/or move-outs.**

Item 10: Q: What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?

A: **Varies based on evictions and/or move-outs with a \$25.00 or more balance.**

Item 11: Q: 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?

A: **Varies monthly.**

Item 12: Q: 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?

A: **No.**

Item 13: Q: What computer software system do you use to manage your accounts/inventory?

A: **EmPHAsys Elite.**

Item 14: Q: Do you have any plans of changing that system in the future, and why/why not?


A: **No.**

Item 15: Q: Do you subscribe to any offset programs?

A: **No.**

Item 16: The proposal due date, time and location remain unchanged at July 31, 2017 at 9:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 2



Mr. Kim Detrick

Procurement Director/Chief Contracting Officer

7-17-17

Date