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| **BUREAU OF FISCAL SERVICES**  **Procurement Unit** |  |  |

**May 14, 2015**

**Amendment #6**

**For Request for Proposals (RFP) 14-05 COLLECTION SERVICES FOR DELINQUENT TAX DEBT**

To All Potential Bidders:

The Department is issuing Amendment #6 to:

* Amend Technical Requirement V.D.2 Litigation Services and Experience; and
* Amend Attachment N. Litigation Experience and Reference Response Form.

Replacement pages are attached. All deletions are shown as shaded yellow, strike-through text; all additions are made in orange text.

All other requirements and conditions remain as indicated in the RFP.

NOTE: The Department recognizes that this Amendment is being issued very close to the bid due date and as such, will accept the previous Attachment N – Litigation Experience and Reference Response Form and will disregard the information that is no longer required.

2. The Department will evaluate the number of years of Federal and/or state tax collection experience for the proposed collection manager.

**Response Requirement**

On **Attachment M, Soft Collection ~~Services~~ Experience and Reference Response Form**, provide information for up to three (3) contracts to be used to evaluate the Bidders experience. Reference information must be provided for an individual that is familiar with the ~~Soft Collection~~ ~~Service~~ soft collections (Operations) provided by the Bidder as well as an individual familiar with the client’s computer application system and the process for exchanging data (Systems).

The Bidder should provide information for contracts that best represent the Bidder’s ability to undertake a project of the scope, size and complexity as set forth in this RFP. The Department will contact all client references to evaluate the Bidder’s past performance related to ~~Soft Collection~~ ~~Service~~ soft collections. If the Department is unable to contact or obtain information from any reference; the Bidder will be provided **one** opportunity, with a deadline, to assist in obtaining cooperation from those clients who have not responded.

Note: The qualifying contract(s) submitted to support the ~~Soft Collection~~ ~~Service~~ soft collections Requirement in response to **Section III. B., Collection Experience,** must be included in response to this section. ***The Bidder should select contracts that best meet the criteria to be evaluated.***

The Bidder must have satisfactory references for these contracts for technical scoring.

1. **Litigation ~~Services~~ Experience and References (M)**

The Bidder, or its Subcontractor, must have ~~prior experience providing~~ litigation experience in collection law and post judgment enforcement proceedings ~~Litigation Services as defined in this RFP.~~ .

1. The Department is particularly interested in and will evaluate if the Bidder and/or its Subcontractor has a law office in any of the following five states: New Jersey, Florida, California, Pennsylvania, and Connecticut.

b. The Department will also evaluate if the Bidder and/or its Subcontractor(s) has collection attorney(s) licensed to practice in any of the following five (5) states: New Jersey, Florida, California, Pennsylvania, and Connecticut. ~~The Bidder should include the number of years each attorney has been licensed in the particular state.~~

1. The Bidder must indicate if the collection methodology and litigation strategy proposed to be utilized by the Bidder in **Section V. B. 1, Litigation Plan,** was successfully employed by the Bidder in the past and, if so, provide evidence in support including:

**Attachment N – Litigation ~~Services~~ Experience and Reference Response Form**

This Form is for the Litigation ~~Services~~ Experience and Reference requirement in **Section V. D. 2**.**, Litigation ~~Services~~ Experience and References.**

Please provide information for up to three (3) references to enable the Department to evaluate the Bidder’s past performance on litigation cases ~~of Litigation Services~~. Reference information must be provided for an individual that is familiar with Bidder’s and/or Subcontractor’s ~~Litigation Services~~ experience ~~on collection cases~~.

Reference Name:

Reference Address:

Reference Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Check if the Bidder and/or its Subcontractor(s) have a law office(s) in any of the following states:

New Jersey  Florida  California  Pennsylvania  Connecticut

1. Does the Bidder and/or its Subcontractor(s) have a collection attorney licensed to practice in any of the above states?

YES  NO

If yes, indicate the number of collection attorneys ~~and the number of years each attorney has been licensed in the particular~~ in each state:

New Jersey -

Number of attorneys: \_\_\_\_\_\_

~~Number of years each attorney has been licensed in New Jersey: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~

Florida -

Number of attorneys: \_\_\_\_\_\_

~~Number of years each attorney has been licensed in Florida: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~

California –

Number of attorneys: \_\_\_\_\_\_

~~Number of years each attorney has been licensed in California: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~

Pennsylvania -

Number of attorneys: \_\_\_\_\_\_

~~Number of years each attorney has been licensed in Pennsylvania: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~

Connecticut -

Number of attorneys: \_\_\_\_\_\_

~~Number of years each attorney has been licensed in Connecticut: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~

1. The Bidder must provide a narrative indicating if the collection methodology and litigation strategy proposed to be utilized by the Bidder in Section V. B. 1 was successfully employed by the Bidder in the past and, if so, provide evidence in support including:
2. Public and/or private sector collection cases in which the Bidder successfully defeated a judgment debtor’s challenge to the filing of a foreign judgment in the state where the judgment debtor resides and/or his or her assets are located.
3. Data describing types of judgment debt collected (public vs. private sector) and collection outcomes on prior cases.

\*Attach additional forms as necessary for each reference submitted to evaluate the Bidder’s past performance ~~of Litigation Services.~~ on litigation cases.