



**STATE OF NEW YORK  
DEPARTMENT OF TAXATION AND FINANCE  
Office of Budget & Management Analysis  
Bureau of Fiscal Services  
Building 9, Room 234  
W.A. Harriman Campus  
Albany, NY 12227**

Patricia Mitchell, Chief Financial Officer  
Eric Mostert, Assistant Director, Budget & Accounting Services  
Catherine Golden, Assistant Director, Procurement Services

**Response to Bidder Questions and Amendment 2 to Request for Proposal 09-31  
Out of State Collection Services for Delinquent Tax Debt**

January 20, 2010

To All Potential Bidders:

The Department has identified an error on page 79 of 179, Section V. Proposal Evaluation. A corrected page is attached.

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

New York State Department of Taxation and Finance  
Request for Proposal (RFP) 09-31  
Out of State Collection Services for Delinquent Tax Debt

**2. Phase Two Evaluation**

Bidders who pass Phase One of the evaluation will be further evaluated as follows:

**a. Technical Evaluation ( ~~47~~ 44 points)**

i. Case Management System

Bidder information provided on Attachment E will be evaluated for the extent it exceeds the requirements as specified in Section V. A. 1.

ii. Collection Plan

The Bidders Collection Plan provided with Attachment F will be evaluated for the extent to which they meet and exceed the requirements as specified in Section V. A. 2 Collection Plan.

iii. IT Systems Requirements

The Bidders proposal will be evaluated to determine the Bidders ability to provide the systems functionality identified in the RFP. Proposals will be evaluated utilizing Attachments G, H, I and J for the extent they meet and exceed the requirements as specified in Section V. B.

**b. Financial Evaluation (20 points)**

Financial proposals will be scored on Bidder's response to the Financial Requirements.

Proposals will be ranked based on the highest combined scores received in the Technical and Financial evaluation. DTF will establish a short list of Bidders that will proceed to the Phase Three of the evaluation. The five (5) proposals that have the highest combined score will proceed to the Phase Three evaluation. All Bidders receiving a score equal to the lowest ranked short list bid will proceed to Phase Three of the evaluation.

**3. Phase Three – (~~18~~ 21 points)**

The Phase Three evaluation will consist of:

- Bidder experience
- Evaluation of Bidder references

The Bidder is solely responsible for providing references that are readily available to be