



**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**

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**Amendment 3 to Request for Proposal 09-31  
Out of State Collection Services for Delinquent Tax Debt**

February 5, 2010

To All Potential Bidders:

The Department has modified the evaluation section of the Out of State Collection Services for Delinquent Tax Debt RFP to remove the reference to short list. Corrected pages are 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

## I. Proposal Evaluation

Pursuant to Article XI of the State Finance Law, the basis for contract award under this RFP will be “best value”; optimizing quality, cost and efficiency among responsive and responsible Bidders.

### A. Proposal Clarification

The Department reserves the right to require a Bidder to provide clarification and validation of its proposal through any means the Department deems necessary. Failure of a Bidder to cooperate with Department efforts to clarify or validate proposal information may result in the proposal being labeled as non-responsive and given no further consideration.

### B. Evaluation Process Overview

There will be ~~four~~ **three** phases to the evaluation process. Proposals which pass Phase One of the evaluation will be further evaluated in Phase Two of the evaluation process.

#### 1. Phase One Evaluation

All timely submitted proposals will be evaluated in Phase One. Proposals will be evaluated in the following areas:

##### a. Proposal Screening (pass/fail)

Each proposal will be screened for completeness and conformance with Department requirements for proposal submission as specified in this RFP. Proposals which do not meet the requirements may be labeled as non-responsive and may not be given further consideration.

##### b. Qualifying Requirements (pass/fail)

All proposals that pass Proposal Screening will be evaluated to determine the Bidder meets all qualifying requirements specified in Section III: Qualifying Requirements. If *all* qualifying requirements are not met, the Bidder’s proposal will be labeled non-responsive and will not be given further consideration.

All proposals that pass this stage of the evaluation process will be further evaluated in Phase Two. Bidders not meeting the above requirements will be deemed non-responsive and will not be further evaluated.

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 65 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.

iv. Bidder experience

v. Evaluation of Bidder references

The Bidder is solely responsible for providing references that are readily available to be contacted by DTF and will respond to reference questions. If DTF is unable to contact any reference, the Bidder will be provided **one** opportunity, with a deadline, to assist in obtaining cooperation from those clients who have not responded.

**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~~

New York State Department of Taxation and Finance  
Request for Proposal (RFP) 09-31  
Out of State Collection Services for Delinquent Tax Debt  
~~score equal to the lowest ranked short list bid will proceed Phase Three of the evaluation.~~

~~3. Phase Three – (18 points)~~

~~The Phase Three evaluation will consist of:~~

- ~~vi. Bidder experience~~
- ~~vii. Evaluation of Bidder references~~

~~The Bidder is solely responsible for providing references that are readily available to be contacted by DTF and will respond to reference questions. If DTF is unable to contact any reference, the Bidder will be provided one opportunity, with a deadline, to assist in obtaining cooperation from those clients who have not responded.~~

At the completion of Phase ~~Three~~ **Two**, proposals will be ranked based on the highest combined scores for in the technical and financial evaluation. ~~the reference and experience scores will be added to Score from Phase Two.~~ The highest ranked Bidder will proceed to Phase ~~Four~~ **Three** of the evaluation. In the event of a tie for the highest rank, all Bidders at the highest score will proceed to Phase ~~Four~~ **Three**.

**4. Phase ~~Four~~ **Three** – (15) Points**

**Financial Stability (Pass/Fail)**

**The Financial Stability review will be completed during this phase.**

**Management Presentation/Interview**

The Bidder will be notified of the date, time and place of the interview. The interview should further document the Bidders ability to provide the required services. The Bidder, as well as any key personnel, should be present and participate in the interview. Any further information with regard to the topics of the interview will be provided to the interviewed Bidder prior to the interview.

The interview will take place at the NYS Department of Taxation and Finance, located at W. A. Harriman Campus, Albany, NY 12227. The Bidder will be responsible for all costs associated with the presentation/interview.

**C Final Ranking/Contract Award**

Upon completion of Phase ~~Three~~ **Four**, the Technical and Financial points are combined. The contract will be awarded to the Bidder whose proposal obtains the highest aggregate score.

New York State Department of Taxation and Finance  
Request for Proposal (RFP) 09-31  
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The table below summarizes the evaluation point distribution.

Evaluation Component	Points
Technical Evaluation	80 points
Financial Evaluation	20 points
TOTAL	100 points