

**City of Jersey City  
Private Collection Agency Services for the Jersey City Municipal Court RFP  
Addendum and Vendor Q&A  
From: October 14, 2011**

**Please note the following dates:**

**Deadline for additional questions: November 1, 2011  
Submission of RFP Responses: November 15, 2011**

1. What is the anticipated number of accounts for this RFP requiring collection services?

**Approximately 20,000 accounts**

2. What is the anticipated amount of the accounts for this RFP?

**\$6,600,000**

3. What is the age of the accounts & the account types?

**See Section 6.2 of Supreme Court Procedures Governing Private Collection**

4. Will the city be sending accounts on a weekly, monthly, or quarterly basis?

**See Sections 5.2 & 5.3 of Supreme Court Procedures Governing Private Collections**

5. Has the city used a private collection agency before?

**See Section 4: Project Objectives of RFP**

6. How many agencies are being considered to fulfill this contract?

**See Section 4: Project Objectives of RFP**

7. How are the accounts transferred to the collection agency?

**See Sections 5.2 & 1.1.13 of Supreme Court Procedures Governing Private Collections**

8. Will there be a pre bid Conference?

**See 1.5 Informal Meeting of RFP**

9. Will collection agency have ability to utilize payment vehicles such as credit cards and checks?

**See Section 3.7 of Supreme Court Procedures Governing Private Collections**

10. Can collection agency use Subcontractors?

**See Section 1.2 Subcontractors of Supreme Court Procedures Governing Private collections**

11. Are legal collections expected /permitted? What criteria is required for accounts to be identified for legal collections? Will the client or collection agency pay the costs for legal collection?

**See Sections 1.1.12, 6.9 of Supreme Court Procedures Governing Private Collections**

12. Please clarify which (if any) of the following documents will count toward the 30-page limit:
- Cover page
  - Cover letter
  - Table of contents
  - RFP forms
  - Tabs/separators

**Cover Page, Cover Letter, Table of Contents will count. RFP forms & Tabs/Separators will not count toward 30 page limit.**