

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number		Page of Pages	
					1 11	
2. Amendment/Modification Number DCCB-2010-R-8132-0002		3. Effective Date November 2, 2009		4. Requisition/Purchase Request No.		5. Solicitation Caption Child Support Collection Services
6. Issued by: Office of Contracting and Procurement 441 4 th Street, NW Washington, DC 20001			7. Administered by (If other than line 6)			
8. Name and Address of Contractor (No. street, city, county, state and zip code) POTENTIAL OFFEROR(S).			9A. Amendment of Solicitation No. DCCB-2010-R-8132			
			9B. Dated (See Item 11) September 23, 2009			
			10A. Modification of Contract/Order No.			
			10B. Dated (See Item 13)			
Code			Facility			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. Accounting and Appropriation Data (If Required)						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14						
A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.						
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.						
C. This supplemental agreement is entered into pursuant to authority of:						
D. Other (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.						
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) The Solicitation DCCB-2010-R-8132 is hereby modified as described on pages 2- 11 and Attachment A, B & C.						
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.						
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer James H. Marshall			
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia Jan A. Marshall (Signature of Contracting Officer)		16C. Date Signed 11-02-2009	

No. Solicitation Reference	Amendment	Amended Provision
1 A, Page 1	<p>Delete: November 3, 2009</p> <p>Insert: November 6, 2009</p>	November 6, 2009
2 B.2	<p>Delete: In its entirety</p> <p>Insert: B.2 CONTRACT TYPE</p> <p>The District contemplates award of a fixed price contract based on a fixed percentage recovery basis (CLIN 0001) and a fixed unit price (CLIN 0002).</p>	<p>B.2 CONTRACT TYPE</p> <p>The District contemplates award of a fixed price contract based on a fixed percentage recovery basis (CLIN 0001) and a fixed unit price (CLIN 0002).</p>
3 B.3	<p>Insert: CLIN 0002 Finder's Fee</p>	<p>Please see revised Section B.3 Price Schedule provided as Attachment A</p>
4 C.1.1.3	<p>Insert: C.1.3.16 Payment in Arrears – Payment that is one day late as described in the court order.</p>	<p>C.1.3.16 Payment in Arrears – Payment that is one day late as described in the court order.</p>

No. Solicitation Reference	Amendment	Amended Provision																																										
5 C.2.3	<p>Delete: In its entirety</p> <p>Insert: C.2.3 Below is a historical perspective of the CSSD's arrears collections:</p> <table border="1" data-bbox="722 420 1104 1218"> <thead> <tr> <th>Fiscal Year (FY) (10-1 to 9-30)</th> <th>Collection Case Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td rowspan="4">FY 07</td> <td>Current Assistance Cases</td> <td>\$1,708,787.12</td> </tr> <tr> <td>Former Assistance Cases</td> <td>\$6,975,547.74</td> </tr> <tr> <td>Never Assistance Cases</td> <td>\$4,878,535.72</td> </tr> <tr> <td>Total</td> <td>\$13,562,870.58</td> </tr> <tr> <td rowspan="4">FY 08</td> <td>Current Assistance Cases</td> <td>\$2,159,519.26</td> </tr> <tr> <td>Former Assistance Cases</td> <td>\$8,773,319.71</td> </tr> <tr> <td>Never Assistance Cases</td> <td>\$5,941,295.43</td> </tr> <tr> <td>Total</td> <td>\$16,874,134.30</td> </tr> </tbody> </table>	Fiscal Year (FY) (10-1 to 9-30)	Collection Case Type	Amount	FY 07	Current Assistance Cases	\$1,708,787.12	Former Assistance Cases	\$6,975,547.74	Never Assistance Cases	\$4,878,535.72	Total	\$13,562,870.58	FY 08	Current Assistance Cases	\$2,159,519.26	Former Assistance Cases	\$8,773,319.71	Never Assistance Cases	\$5,941,295.43	Total	\$16,874,134.30	<p>C.2.3 Below is a historical perspective of the CSSD's arrears collections:</p> <table border="1" data-bbox="722 1239 1104 2016"> <thead> <tr> <th>Fiscal Year (FY) (10-1 to 9-30)</th> <th>Collection Case Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td rowspan="4">FY 07</td> <td>Current Assistance Cases</td> <td>\$1,708,787.12</td> </tr> <tr> <td>Former Assistance Cases</td> <td>\$6,975,547.74</td> </tr> <tr> <td>Never Assistance Cases</td> <td>\$4,878,535.72</td> </tr> <tr> <td>Total</td> <td>\$13,562,870.58</td> </tr> <tr> <td rowspan="4">FY 08</td> <td>Current Assistance Cases</td> <td>\$2,159,519.26</td> </tr> <tr> <td>Former Assistance Cases</td> <td>\$8,773,319.71</td> </tr> <tr> <td>Never Assistance Cases</td> <td>\$5,941,295.43</td> </tr> <tr> <td>Total</td> <td>\$16,874,134.30</td> </tr> </tbody> </table>	Fiscal Year (FY) (10-1 to 9-30)	Collection Case Type	Amount	FY 07	Current Assistance Cases	\$1,708,787.12	Former Assistance Cases	\$6,975,547.74	Never Assistance Cases	\$4,878,535.72	Total	\$13,562,870.58	FY 08	Current Assistance Cases	\$2,159,519.26	Former Assistance Cases	\$8,773,319.71	Never Assistance Cases	\$5,941,295.43	Total	\$16,874,134.30
Fiscal Year (FY) (10-1 to 9-30)	Collection Case Type	Amount																																										
FY 07	Current Assistance Cases	\$1,708,787.12																																										
	Former Assistance Cases	\$6,975,547.74																																										
	Never Assistance Cases	\$4,878,535.72																																										
	Total	\$13,562,870.58																																										
FY 08	Current Assistance Cases	\$2,159,519.26																																										
	Former Assistance Cases	\$8,773,319.71																																										
	Never Assistance Cases	\$5,941,295.43																																										
	Total	\$16,874,134.30																																										
Fiscal Year (FY) (10-1 to 9-30)	Collection Case Type	Amount																																										
FY 07	Current Assistance Cases	\$1,708,787.12																																										
	Former Assistance Cases	\$6,975,547.74																																										
	Never Assistance Cases	\$4,878,535.72																																										
	Total	\$13,562,870.58																																										
FY 08	Current Assistance Cases	\$2,159,519.26																																										
	Former Assistance Cases	\$8,773,319.71																																										
	Never Assistance Cases	\$5,941,295.43																																										
	Total	\$16,874,134.30																																										
6 C.2.3	<p>Insert: C.2.3.1 The District anticipates referring approximately 1,086 cases per quarter valued at \$15,087,300.00. There is currently no backlog and there is not a current contractor performing these services.</p>	<p>Insert: C.2.3.1 The District anticipates referring approximately 1,086 cases per quarter valued at \$15,087,300.00. There is currently no backlog and there is not a current contractor performing these services.</p>																																										
7 C.2.4	<p>Delete: In its entirety</p> <p>Insert: C.2.4 In addition to issuing warning letters to payors, CSSSD has a number of administrative enforcement mechanisms at its disposal that it may have executed prior to the referral, including passport denials and revocations; driver's license and car registration denials, suspensions, and revocations; tax intercepts; lottery winning intercepts; and wage withholdings.</p>	<p>C.2.4 In addition to issuing warning letters to payors, CSSSD has a number of administrative enforcement mechanisms at its disposal that it may have executed prior to the referral, including passport denials and revocations; driver's license and car registration denials, suspensions, and revocations; tax intercepts; lottery winning intercepts; and wage withholdings.</p>																																										

No. Solicitation Reference	Amendment	Amended Provision
8 C.2	<p>Insert: C.2.5 The District utilizes the number of collected child support arrears cases to measure the success of the Child Support Services IV-D Program. Additionally, the number of collected child support arrears cases is used by the federal government to determine if the District's CSSD is awarded incentive payments. It is, therefore, the objective and goal of the child support collection services to result from this solicitation to increase the District's rate of collection by a minimum of 10% in FY 2010 15,753 cases baseline.</p>	<p>C.2.5 The District utilizes the number of collected child support arrears cases to measure the success of the Child Support Services IV-D Program. Additionally, the number of collected child support arrears cases is used by the federal government to determine if the District's CSSD is awarded incentive payments. It is, therefore, the objective and goal of the child support collection services to result from this solicitation to increase the District's rate of collection by a minimum of 10% in FY 2010 and each year thereafter. The baseline 15,753 cases baseline</p>
9 C.3.1.1	<p>Delete: In its entirety</p> <p>Insert: C.3.1.1 Collection Activities Upon receipt of the monthly electronic batch report the Contractor shall initiate the process to recover the full arrears amount owed by the non-custodial parent (NCP) including at a minimum the following collection activities:</p>	<p>C.3.1.1 Collection Activities Upon receipt of the monthly electronic batch report the Contractor shall initiate the process to recover the full arrears amount owed by the non-custodial parent (NCP) including at a minimum the following collection activities:</p>
10 C.3.1.1.4 b	<p>Delete: In its entirety</p> <p>Insert: C.3.1.1.4 b Notify the COTR via email within twenty-four (24) hours or the next business day of locating an NCP; the Contractor shall immediately begin communication with the NCP as described in C.3.1.1.1;</p>	<p>C.3.1.1.4 b Notify the COTR via email within twenty-four (24) hours or the next business day of locating an NCP; the Contractor shall immediately begin communication with the NCP as described in C.3.1.1.1;</p>

No.	Solicitation Reference	Amendment	Amended Provision
11	C.3.1.1.4 c	<p>Delete: In its entirety</p> <p>Insert: C.3.1.1.4 c Notify the COTR via email within twenty-four (24) hours or the next business day of identifying any new information regarding an NCP including the NCP's employment, change in address or telephone number, and assets;</p>	<p>C.3.1.1.4 c Notify the COTR via email within twenty-four (24) hours or the next business day of identifying any new information regarding an NCP including the NCP's employment, change in address or telephone number, and assets;</p>
12	C.3.1.1.4 d	<p>Delete: In its entirety</p> <p>Insert: C.3.1.1.4 d Notify the COTR via email within twenty-four (24) hours or the next business day immediately of an NCP's death or incarceration or if the Contractor discovers information about a case which leads the Contractor to reasonably suspect fraudulent activity is associated with the case. The Contractor shall provide the COTR with documentation supporting the Contractor's finding that the NCP is deceased or incarcerated or that fraudulent activity is suspected;</p>	<p>C.3.1.1.4 d Notify the COTR via email within twenty-four (24) hours or the next business day immediately of an NCP's death or incarceration or if the Contractor discovers information about a case which leads the Contractor to reasonably suspect fraudulent activity is associated with the case. The Contractor shall provide the COTR with documentation supporting the Contractor's finding that the NCP is deceased or incarcerated or that fraudulent activity is suspected;</p>
13	C.3.1.1.4 e	<p>Delete: In its entirety</p> <p>Insert: C.3.1.1.4 e Notify the COTR via email within twenty-four (24) hours or the next business day of any disputes or debt adjustment requests; the Contractor shall only resume collection activity for that case upon the request of the COTR;</p>	<p>C.3.1.1.4 e Notify the COTR via email within twenty-four (24) hours or the next business day of any disputes or debt adjustment requests; the Contractor shall only resume collection activity for that case upon the request of the COTR;</p>

No.	Solicitation Reference	Amendment	Amended Provision
14	C.3.1.1.4 f	<p>Delete: In its entirety</p> <p>Insert: C.3.1.1.4 e Notify the COTR via email within twenty-four (24) hours or the next business day when an NCP has fully paid his arrears debt and shall discontinue performing any further collection activities against that NCP, unless otherwise directed by the COTR.</p>	<p>C.3.1.1.4 e Notify the COTR via email within twenty-four (24) hours or the next business day when an NCP has fully paid his arrears debt and shall discontinue performing any further collection activities against that NCP, unless otherwise directed by the COTR.</p>
15	C.3.1.1.4 g	<p>Delete: In its entirety</p> <p>Insert: C.3.1.1.4 g The Contractor shall not negotiate with NCPs regarding amounts owed.</p>	<p>C.3.1.1.4 g The Contractor shall not negotiate with NCPs regarding amounts owed.</p>
16	C.3.1.1.4	<p>Insert: C.3.1.1.4.1 The Contractor will be paid a one time Finder's Fee for NSP updates resulting in the District being able to place a lien on a debtor's property or seize a debtor's assets. Similarly, the Contractor will paid a one time Finder's Fee for NSP updates that locates an employer and results in the District successfully obtaining a wage withholding.</p>	<p>C.3.1.1.4.1 The Contractor will be paid a one time Finder's Fee for NSP updates resulting in the District being able to place a lien on a debtor's property or seize a debtor's assets. Similarly, the Contractor will paid a one time Finder's Fee for NSP updates that locates an employer and results in the District successfully obtaining a wage withholding.</p>
17	C.3.1.5	<p>Insert: C.3.1.5.1 A case can be retained by the Contractor longer than 180 days at the discretion and written direction of the COTR.</p>	<p>C.3.1.5.1 A case can be retained by the Contractor longer than 180 days at the discretion and written direction of the COTR.</p>
18	C.3.1.7	<p>Insert: C.3.1.7.1 The Contractor shall not impose any penalties against NCP.</p>	<p>C.3.1.7.1 The Contractor shall not impose any penalties against NCP.</p>

No. Solicitation Reference	Amendment	Amended Provision
19 C.3.1.7	<p>Insert: C.3.1.7.2 The Contractor shall develop and implement payment plans for NCPs only after receiving written pre-approval from the COTR.</p>	<p>C.3.1.7.2 The Contractor shall develop and implement payment plans for NCPs only after receiving written pre-approval from the COTR.</p>
20 C.3.2.3	<p>third sentence Delete: In its entirety</p> <p>Insert: The Contractor shall input payment information, identifying the payor and his/her Social Security Number, into the database within twenty-four (24) hours or the next business day and prior to sending or transmitting payments to the SDU vendor.</p>	<p>The Contractor shall input payment information, identifying the payor and his/her Social Security Number, into the database within twenty-four (24) hours or the next business day and prior to sending or transmitting payments to the SDU vendor.</p>
21 C.3.3.2	<p>last sentence Delete: In its entirety</p> <p>Insert: The Contractor shall provide a voicemail message during all other hours stating the Contractor's normal hours of operation, and inviting callers to leave a message to be returned within twenty-four (24) hours or the next business day.</p>	<p>The Contractor shall provide a voicemail message during all other hours stating the Contractor's normal hours of operation, and inviting callers to leave a message to be returned within twenty-four (24) hours or the next business day.</p>
22 C.3.6.3	<p>Last sentence Delete: In its entirety</p> <p>Insert: The Contractor shall not utilize or permit staff with a felony conviction or conviction for fraud, perjury, or theft to perform or contribute to performance of the required services.</p>	<p>The Contractor shall not utilize or permit staff with a felony conviction or conviction for fraud, perjury, or theft to perform or contribute to performance of the required services.</p>

No. Solicitation Reference	Amendment	Amended Provision
23 C.3.6.3	<p>Insert C.3.6.3.1 The Contractor shall obtain and submit criminal background checks for all staff to perform or support the delivery of the required services prior to contract award, prior to the hiring of new staff members and annually for thereafter for all staff.</p>	<p>C.3.6.3.1 The Contractor shall obtain and submit criminal background checks for all staff to perform or support the delivery of the required services prior to contract award, prior to the hiring of new staff members and annually for thereafter for all staff.</p>
24 C.3.6.4	<p>Delete: In its entirety</p> <p>Insert: C.3.6.4 The Contractor shall maintain a fiduciary bond for applicable personnel as described in H.10.2.2.</p>	<p>C.3.6.4 The Contractor shall maintain a fiduciary bond for applicable personnel as described in H.10.2.2.</p>
25 C.3.8.2	<p>Insert: 9. NCP Updates as described in (C.3.1.1.4 b, c, d, e, f) 10. NCP Update Finder Fee as described in C.3.1.1.4.1</p>	<p>9. NCP Updates as described in (C.3.1.1.4 b, c, d, e, f) 10. NCP Update Finder Fee as described in C.3.1.1.4.1</p>
28 G.4.2	<p>Delete: In its entirety</p> <p>Insert: G.4.2 The District will pay the Contractor a finder's fee as described in B.3 CLIN 0002 and C.3.1.1.4 for collections resulting from wage withholdings occurring as a direct result of the Contractor locating the employer of an NCP, and CSSD thereafter issuing a wage withholding order and collecting amounts owed.</p>	<p>G.4.2 The District will pay the Contractor a finder's fee as described in B.3 CLIN 0002 and C.3.1.1.4 for collections resulting from wage withholdings occurring as a direct result of the Contractor locating the employer of an NCP, and CSSD thereafter issuing a wage withholding order and collecting amounts owed.</p>

No. Solicitation Reference	Amendment	Amended Provision
29 H.10.2.1	<p>Delete: In its entirety</p> <p>Insert: H.10.1 Background Checks</p> <p>The Contractor shall conduct background checks as described in C.3.6.3.1.</p>	<p>H.10.1 Background Checks</p> <p>The Contractor shall conduct background checks as described in C.3.6.3.1.</p>
30 H.10.2.2	<p>Delete: In its entirety</p> <p>Insert: H.10.2.2</p> <p>The Contractor shall maintain in force and provide evidence upon contract award of a fidelity bond in an amount of not less than one million dollars (\$1,000,000) per person for each officer and employee who has a fiduciary responsibility or fiduciary duty to the organization.</p>	<p>H.10.2.2</p> <p>The Contractor shall maintain in force and provide evidence upon contract award of a fidelity bond in an amount of not less than one million dollars (\$1,000,000) per person for each officer and employee who has a fiduciary responsibility or fiduciary duty to the organization.</p>

No. Solicitation Reference	Amendment	Amended Provision
31	<p>H.11</p> <p>Insert:</p> <p>H.11.5 The District, through the COTR, will provide the Contractor an electronic file of accounts in arrears on a monthly basis.</p> <p>H.11.6 The COTR shall provide the Contractor with the name, applicable 1V-D case number(s), and Social Security Number of the payor; date payment was received; means by which the payment was made; and amount of the payment.</p> <p>H.11.7 The COTR will provide the Contractor written notice to resume collection activities for collections that have ended or been suspended (C.3.1.5).</p> <p>H.11.8 The District, through the COTR, will provide the Contractor an electronic file of payments made directly to the CSSD and SDU on a monthly basis.</p>	<p>H.11.5 The District, through the COTR, will provide the Contractor an electronic file of accounts in arrears on a monthly basis.</p> <p>H.11.6 The COTR shall provide the Contractor with the name, applicable 1V-D case number(s), and Social Security Number of the payor; date payment was received; means by which the payment was made; and amount of the payment.</p> <p>H.11.7 The COTR will provide the Contractor written notice to resume collection activities for collections that have ended or been suspended (C.3.1.5).</p> <p>H.11.8 The District, through the COTR, will provide the Contractor an electronic file of payments made directly to the CSSD and SDU on a monthly basis.</p>
32	<p>J.7</p> <p>Replace with revised Tax Certification Affidavit</p>	<p>Please see Attachment B – Attachment J.7 Tax Certification Affidavit (Revised)</p>

No. Solicitation Reference	Amendment	Amended Provision
33 L.2	<p>Insert:</p> <p>L.2.1.4 Representations and Certifications</p> <p>The Offeror shall complete and include the following documents in the Offeror's Technical Proposal. The documents shall be placed in a separate section Representations and Certifications:</p> <ul style="list-style-type: none"> a. J.3 EEO Compliance Statement b. J.4 First Source Employment Agreement c. J.7 Tax Certification Affidavit d. K.1 Authorized Negotiators e. K.2 Type of Business f. K.3 Certification EBO Obligations g. K.4 Buy American Certification h. K.5 District Employees Not to Benefit i. K.6 Certification of Independent Price Determination 	<p>L.2.1.4 Representations and Certifications</p> <p>The Offeror shall complete and include the following documents in the Offeror's Technical Proposal. The documents shall be placed in a separate section Representations and Certifications:</p> <ul style="list-style-type: none"> a. J.3 EEO Compliance Statement b. J.4 First Source Employment Agreement c. J.7 Tax Certification Affidavit d. K.1 Authorized Negotiators e. K.2 Type of Business f. K.3 Certification EBO Obligations g. K.4 Buy American Certification h. K.5 District Employees Not to Benefit i. K.6 Certification of Independent Price Determination
34 L.3	<p>First sentence</p> <p>Delete:</p> <p>November 3, 2009</p> <p>Insert</p> <p>November 6, 2009</p>	<p>Proposals must be submitted no later than November 6, 2009. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:</p>
35 L.19.7	<p>Insert</p> <p>L.19.7.1</p> <p>The Contractor shall provide criminal background Checks for all proposed staff to perform or support the delivery of the required services and evidence satisfying the fiduciary bond requirements.</p>	<p>L.19.7.1</p> <p>The Contractor shall provide criminal background Checks for all proposed staff to perform or support the delivery of the required services and evidence satisfying the fiduciary bond requirements.</p>

B.3 PRICE SCHEDULE

B.3.1 Base Period of Performance

Contract Line Item Number (CLIN)	Item Description	Unit	Unit Price	Estimated Percentage Recovery	Estimated Total Price
0001	Provide debt collection services to recover child support payments in arrears as described in C.3	Percentage of recovered child support payments	____%	\$15,087,300.00	\$ _____
0002	Finder's Fee as described in C.3.1.1.4.1	Per Fee	\$ ____	100	\$ _____

B.3.2 Option Year One Period of Performance

Contract Line Item Number (CLIN)	Item Description	Unit	Unit Price	Estimated Percentage Recovery	Estimated Total Price
0101	Provide debt collection services to recover child support payments in arrears as described in C.3	Percentage of recovered child support payments	____%	\$15,087,300.00	\$ _____
0102	Finder's Fee as described in C.3.1.1.4.1	Per Fee	\$ ____	100	\$ _____

B.3.3 Option Year Two Period of Performance

Contract Line Item Number (CLIN)	Item Description	Unit	Unit Price	Estimated Percentage Recovery	Estimated Total Price
0201	Provide debt collection services to recover child support payments in arrears as described in C.3	Percentage of recovered child support payments	____%	\$15,087,300.00	\$ _____
0202	Finder's Fee as described in C.3.1.1.4.1	Per Fee	\$ ____	100	\$ _____

B.3.4 Option Year Three Period of Performance

Contract Line Item Number (CLIN)	Item Description	Unit	Unit Price	Estimated Percentage Recovery	Estimated Total Price
0301	Provide debt collection services to recover child support payments in arrears as described in C.3	Percentage of recovered child support payments	____%	\$15,087,300.00	\$ _____
0302	Finder's Fee as described in C.3.1.1.4.1	Per Fee	\$ ____	100	\$ _____

B.3.5 Option Year Four Period of Performance

Contract Line Item Number (CLIN)	Item Description	Unit	Unit Price	Estimated Percentage Recovery	Estimated Total Price
0401	Provide debt collection services to recover child support payments in arrears as described in C.3	Percentage of recovered child support payments	____%	\$15,087,300.00	\$ _____
0402	Finder's Fee as described in C.3.1.1.4.1	Per Fee	\$ ____	100	\$ _____

B.3.6 Grand Total

Period of Performance	Total Price
Base Year	
Option Year One	
Option Year Two	
Option Year Three	
Option Year Four	
Grand Total	

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

**Authorized Agent
Name of Organization/Entity
Business Address (include zip code)
Business Phone Number**

**Authorized Agent
Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

Signature of Authorizing Agent

Title

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.

No.	Solicitation Reference	Question	Response
1	A, page 1	Are agencies interested in responding to Solicitation DCCB-2010-R-8132 for collection of child support required to have a current GSA contract/schedule in order to be eligible for award, or can any qualified agency respond?	No. Please see Solicitation Section A, page 1, block
2	B.3	What is the origin of the numbers included in B.3?	Estimated recovery amount
3	C.2	What are the total number and dollar value of accounts outstanding and eligible for referral per this RFP?	See Amendment 0002 Items No. 5 and 6
4	C.2	To the greatest extent possible, please provide the following data:	
		Total historical number of accounts by category, including any backlog.	Information not available
		The monthly or quarterly number of accounts expected to be placed with the vendor(s) by category.	See Amendment 0002 Item No. 6
		The monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category.	See Amendment 0002 Item No. 6
		Historical rate of return or liquidation rate anticipated as a result of this procurement.	There is no information regarding historical rate of return. The solicitation does not provide an anticipated liquidation rate.
Any other relevant statistical data about the portfolio	No other information is available.		
5	C.2	Will the backlog be moved to the new vendor as a one-time placement at contract start up?	See Amendment 0002 Item No. 6
6	C.2	What collection efforts are used prior to referral per this RFP?	See Amendment 0002 Item No. 7

No.	Solicitation Reference	Question	Response
7		<p>Section C.1.1 and Section C.2.3 both reference the CSSD goal of increasing arrears collections. Section C.2.3 specifically mentions a 10% increase. Please clarify the following:</p> <p>Is the goal a 10% increase in the number of paying cases or is it a 10% increase in the dollar amount of payments received</p> <p>If it is an increase in the number of paying cases, would this apply only to cases with arrears payments or is monthly obligation included in this calculation?</p> <p>If it is the number of paying cases, then what was the number of paying cases in the last fiscal year that would establish the goal baseline?</p>	<p>To increase the number of paying cases</p> <p>This would only apply to payments applied to arrears</p> <p>See Amendment 0002 Item No. 5</p>
8	C.2.3.4	Section C.2.3.4: How will the CSSD notify the Contractor of payments made directly to CSSD or the SDU? Will these payments be sent in the form of an electronic file?	See Amendment 0002 Item No. 31
9	C.3	Are vendors required to be located in DC or can they operate from any domestic, U.S. location?	No. The solicitation does not contain a requirement that the Contractor be located in DC.
10	C.3.1.1	Will the transmission of accounts be electronic or manual?	See Amendment 0002 Item No. 9
11	C.3.1.1	How often will cases be referred?	See Amendment 0002 Item No. 9
12	C.3.1.1.3	On-going Communication – What communication options are currently approved by the COTR? Is there specific options which are not allowed (i.e. credit bureau reporting, registration hold)?	Please see Solicitation C.3.1.1.3
13	C.3.1.1.4 (b)	NCP Updates – What form of notification is the COTR expecting upon location of the NCP? (c) How is the COTR to be informed of any new information? (d) “Notify the COTR immediately... ” What timeframe qualifies as “immediately”?	See Amendment 0002 Item No. 10

No.	Solicitation Reference	Question	Response
14	C.3.1.5	Section C.3.1.5: Regarding the cases returned at 6 months: is that all cases regardless of whether they are paying or non-paying cases?	See Amendment 0002 Item No. 17
15	C.3.1.7 – C.3.2.4	Sections C.3.1.7 through C.3.2.4 review the process of collecting and reporting payments. Please clarify your intentions regarding the following collection process questions:	
		Will the Contractor post those amounts against the amounts due on the Contractor’s host system, prior to sending the paper payments to the SDU for posting?	That will be left the discretion of the contractor as to how it wants to keep track of the payment received;
		Will the contractor receive a monthly report of all payments posted at the SDU on Contractor’s cases (even if the payments were forwarded by the Contractor)?	CSSD should be able to provide a monthly report of all of these payments
		If the contractor cannot accept credit cards or personal checks, then would the acceptance of electronic payments (as listed in Section C.3.1.7) only reference wire transfers/EFT?	Yes.
		If so, then what is the procedure for ensuring those funds get back to CSSD?	Yes.
		Or is the intention to have the Contractors negotiate these wires/EFTs to be directly deposited into a CSSD account?	The CSSD COTR will provide, in writing, the info which the contractor needs to know to document the payment on its subsequent weekly status report (see C.3.8.1.1); most likely a report generated from CSSD’s automated case management system will be emailed or faxed to the contractor
16	C.3.1.5	Would CSSD consider allowing the contractor to keep the cases longer than 180 days if they are on a pay schedule? If so, for how long?	See Amendment 0002 Item No. 17
17	C.3.1.7	Does the District expect a collection of the debtor’s full arrearage balance immediately, or can payment plans be established?	See Amendment 0002 Item No. 19

No.	Solicitation Reference	Question	Response
18	C.3.1.7	If a payment plan is established, would that prevent future Department action to intercept tax returns, lottery winnings, etc.?	No.
19	C.3.1.5 (b)	Suspension of Collection Activities – What qualifies as a legitimate request for a debt adjustment?	See Amendment 0002 Item No.
20	C.3.2.1	Do the requirements in C.3.2.1 effectively prohibit an out-of-the-area vendor to overnight payments to a physical address in lieu of this requirement?	No
21	C.3.2.3 (line 9)	“Twenty-four (24) business hours”: Is that the equivalent of 3 business days?	See Amendment 0002 Item No. 20
22	C.3.2.4	Mis-directed Payments – What documentation will the Contractor receive and be expected to maintain (scan) regarding payments received by CSSD and the SDU vendor?	Please see Solicitation C.3.2.4
23	C.3.3.2	Toll Free Number – “twenty-four (24) business hours”: Is that the equivalent of 3 business days?	See Amendment 0002 Item No. 21
24	C.3.6.3	Personnel – “What level of criminal conviction would disqualify a person from being assigned to this contract? (i.e., felony, misdemeanor, over 7 years)	See Amendment 0002 Item No. 22
25	C.3.6.4	Fiduciary Bond – There is a contradiction in the amount of the fidelity bond required.	See Amendment 0002 Item No. 24

No.	Solicitation Reference	Question	Response
26	C.3.8	Section C.3.8 – Reporting. Please clarify the following:	
		a. Section C.3.8.1.1 – This section outlines that the Contractor must report on all collections received. Would this include any amounts paid directly to CSSD or the SDU, that were then, subsequently, posted against the Contractor’s host system after being reported by CSSD or the SDU?	This would include any collections for which Contractor is seeking to receive payment (so any collections occurring as a direct result of contractor’s actions and efforts), regardless of whether or not the payor follows the contractor’s directions and sends payment to the correct (contractor’s) address.
		b. Section C.3.8.2 – Monthly Report; This report mentions in items 2, 4 and 8 that the Contractor is responsible for reporting back to CSSD the amount of arrears still owing on cases as well as any cases that paid in full. There are several questions regarding these items:	
		c. Are these balances static balances, defined as set, unchanging arrears amounts?	No.
		d. Will these balances change due to monthly obligation accruals?	Yes.
		e. Will CSSD be providing regular updates/update files to the Contractor outlining any adjustments made to the arrears balance(s) and/or any accruals added to the arrears balances such as monthly obligations?	Yes, CSSD’s monthly batch report will include changes to arrears amounts owed based on how the amounts received from the obligor are applied to current obligations
		f. Is it the intention of CSSD that the contractor will ‘accrue’ monthly obligations on its host system?	The contractor will not have access to CSSD’s automated system where it houses case related info.
		g. Will the Contractor have “READ ONLY” access to the CSSD host system?	No.

No.	Solicitation Reference	Question	Response
27	C.3.1.7	Is it permissible to add on collection costs/penalties/fees to the amount due?	See Amendment 0002 Item No. 18
28	C.3.1.7	Is use of litigation and/or pre- or post-judgment enforcement tools/remedies contemplated in addition to traditional collection efforts?	See Amendment 0002 Item No. 18 By CSSD, but not by contractor and not while contractor is working a case.
29	C.3.1.7	What tools will the vendor have to enforce payments? Interest charges, penalties, credit rating hits, etc.?	Any penalties (i.e. reporting individual to credit reporting agencies) will be handled by CSSD, not the vendor
30	G.4.2 and G.4.5	Section G.4.2 & G.4.5; Section 4.2 states that the Contractor will be paid on wage withholdings whereby the contractor located the employer; Under Section 4.5, if the Contractor provided the asset information (real or personal property), bank account information, etc. that results in CSSD's ability to seize or lien said account/property, would the Contractor then be eligible for payment just as with wage withholdings?	Please see Amendment 0002 Items No. 2, 3, 16 and 28
31	G.4.2	Section G.4.2: How long will the Contractor receive credit for a paying wage withholding?	Please see Amendment 0002 Items No. 16 and 28
32	H.1	Section H.1: Does the definition requiring the 51% of new contract employees be from the District of Columbia, only include DC specific residents or can it also include employees hired from all the areas listed in Section H.5.6 Item (2)?	Please see solicitation Attachment J.4
33	H.5.4	Do the requirements to hire 51% DC residents preclude the hiring of a vendor located out of the district or the area?	Please see solicitation Attachment J.4
34	H.5.4	How important is it that a vendor be able to hire DC residents?	Please see solicitation Attachment J.4

No.	Solicitation Reference	Question	Response
35	H.5.4	<p>Regarding the Employment Services First Source Agreement (attachment J.4), if by signing this agreement or registering with D.O.E.S now are we binding ourselves automatically into an employment contract/agreement?</p> <p>If so, then is this truly a requirement prior to contract award or is it only a requirement upon contract award? If it is only a requirement upon contract award, how do we respond/complete attachment J.4 to be compliant with solicitation requirements?</p>	Please see solicitation Attachment J.4
36	H.5.4	Per this agreement we are required to utilize D.O.E.S. for all jobs created, not just jobs as a result of this contract. Our concern comes from the fact that if we do not receive this contract award, then we are prematurely binding ourselves to an employment agreement that is not applicable to our organizations general business or other contracts.	Please see solicitation Attachment J.4
37	H.5.3	Section H.5.3 – Does this report apply only to employees hired for this contract?	Yes.
38	J.4	<p>Please clarify where in the RFP it specifies that we must complete and return attachment J.4 and/or register with D.O.E.S prior to contract award.</p> <p>Should we receive contract award, we will be more than willing to enter an agreement with D.O.E.S as required by this contract.</p>	Please see Amendment 0002 Item No. 33

No.	Solicitation Reference	Question	Response
39	L.2.1.3	Section L.2.1.3 – Technical Expertise section requires that the proposer provide a list of staff members assigned to the project, their resumes, qualifications etc. If the Contractor has not hired staff yet for this project, it is not in a position to provide specific names. Would a job description, including qualifications required, suffice for submission in this section? How will we be in compliance and submit attachment J.6?	Please see solicitation Section L.2.1.3 c 2
40	L.4	Is there a deadline for questions?	Yes, October 6, 2009. See Section L.4
41	L.17.2	Section L.17.2; The Clean Hands Certification requirements, per DC Official Code §47-2862(2001) states that a Contractor should be barred from a license or permit if one of several conditions exist. If the Contractor has and provides a current license/registration, then it complies with the Clean Hands Certificate. Does a copy of that current license/registration suffice or must the Contractor provide an additional certification for the “Clean Hands” requirement?	
42	M	To what extent will the location of the bidder’s call center and/or corporate headquarters have a bearing on any award(s)?	None. Section M, Evaluation For Award, the offeror’s location is not an evaluation criteria.
43	General	If these accounts have not been outsourced, then what fee range would you consider appropriate?	The solicitation does not suggest a fee range.
44	General	Why was the original procurement canceled?	It was determined to be in the best interest of the District to cancel the solicitation.
45	General	What circumstances now exist that have led the District to re-issue the procurement?	See Amendment 0002 Item No. 8
46	General	Who performs the arrearages collection function now and why is the District putting it out to bid?	See Amendment 0002 Item No. 8

No.	Solicitation Reference	Question	Response
47	General	What is the District's budget for this function?	That information is not available.
48	General	How long has the Attorney General's office been responsible for this function?	Please see Solicitation No. C.2.1
49	General	Is this work currently outsourced, and if so to whom?	See Amendment 0002 Item No. 6
50	General	What is the fee arrangement?	Not Applicable
51	General	What is the term of the agreement?	Not Applicable
52	General	How much was collected during the last budget year?	See Amendment 0002 Item No. 5
53		What is the total arrears caseload in dollar and volume amounts?	31,348 cases valued at \$268,071,551.00
54	General	Have these accounts been previously worked? Is there backlog?	They have been previously worked by CSSD staff only; no backlog
55	General	Who is the current vendor?	Please see Amendment 0002 Item No. 6
		What fee percentage do they charge?	Not Applicable
		What is their recovery percent?	Not Applicable