



**Beaufort County School District**

Addendum 1

Solicitation Number: 22-026  
Date Printed: April 19, 2022  
Date Issued: April 26, 2022  
Procurement Officer: Kaylee M. Yinger, CPPB  
Phone: 843-322-2349  
Email: Kaylee.Yinger@beaufort.k12.sc.us

**Request for Qualifications (RFQ)**

DESCRIPTION: **Electronic Bad Check Recovery**  
SUBMIT OFFER BY (Opening Date & Time): **May 17, 2022 4:00 PM EST**  
QUESTIONS MUST BE RECEIVED BY: **May 10, 2022**  
NUMBER OF COPIES TO BE SUBMITTED: **Five Original Signed Copies and One Redacted Version on CD**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

**SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:**

**MAILING ADDRESS:**  
Beaufort County School District  
Procurement Office  
P.O. Drawer 309  
Beaufort, SC 29901-0309

**PHYSICAL ADDRESS:**  
Beaufort County School District  
Procurement Office  
2900 Mink Point Blvd.  
Beaufort, SC 29902

**AWARDS & AMENDMENTS:**

Award will be posted at the physical address stated above on or after May 17, 2022. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>

You must submit a signed copy of this form with your offer. By submitting a proposal or bid, you agree to be bound by the terms of the solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the opening date.

**NAME OF OFFEROR:** \_\_\_\_\_ (Full legal name of business submitting the offer) **ENTITY TYPE:** \_\_\_\_\_

**AUTHORIZED SIGNATURE** (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

\_\_\_\_\_  
**PRINTED NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

Instructions regarding offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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**(Return Page Two with Your Offer)**

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office/ Principal place of business):	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent):
<b>PHONE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	

<b>PAYMENT ADDRESS</b> (Address to which payments will be sent):  <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	<b>ORDER ADDRESS</b> (Address to which all purchase orders will be sent):  <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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<b>ACKNOWLEDGEMENT OF AMENDMENTS:</b>	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

<b>MINORITY PARTICIPATION-</b> Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.
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Questions and Answers:

1. Please reconfirm the due date for this procurement by providing it in response to answers to questions.  
[May 17, 2022](#)
2. What is the date by which you will answer these questions?  
[On or before May 10, 2022.](#)
3. Why has this bid been released at this time?  
[Our current contract is about to expire.](#)  
When is the start date for this contract?  
[Please refer to section 1.0.2 of the RFP.](#)
4. When is the anticipated award date?  
[On or after May 17, 2022.](#)  
Are bidders permitted to deviate in any way from any manner of quoting fees you may be expecting? For example, if there is a pricing page in the RFP, can bidders submit an alternate fee structure? If there is no pricing page in the RFP, do you have any preference for how bidders should quote fees or can bidders create their own pricing categories?  
[This is a Request for Qualifications. A fee structure is not required.](#)  
Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable.  
[Satisfied.](#)
5. If this is a term contract subject to renewal, what is the term and the maximum number of option periods?  
[Please refer to section 1.0.2 of the RFP.](#)
6. Has the current contract gone full term?  
[Yes.](#)
7. Have all options to extend the current contract been exercised?  
[Yes.](#)
8. Who is the incumbent, and how long has the incumbent been providing the requested services?  
[Envision Payment Solutions – 7 Years.](#)
9. To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award?  
[Please refer to section 6.0 for award criteria.](#)
10. How are fees currently being billed by any incumbent(s), by category, and at what rates?  
[No cost to BCSD.](#)  
What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?  
[This information may be requested via our website through a FOIA request.](#)
11. To how many vendors are you seeking to award a contract?  
[Please refer to section 6.0.2 of the solicitation.](#)
12. To what extent are these accounts owed by private consumers versus commercial businesses?  
[This information is only available from incumbent.](#)

13. Will accounts be primary placements, not having been serviced by any other outside collection agency, and/or will you also be referring secondary placements? If so, should bidders provide proposed fees for secondary placements also?  
[This information is only available from incumbent.](#)
14. What collection attempts are performed or will be performed internally prior to placement?  
[This will be discussed with the awarded vendor.](#)  
Will the selected vendor be allowed to litigate balances exceeding a certain dollar amount on your behalf, with your explicit approval?  
[This will be discussed with the awarded vendor.](#)
15. What is the total dollar value of accounts available for placement now by category, including any backlog?  
[This information is only available from incumbent.](#)
16. What is the total number of accounts available for placement now by category, including any backlog?  
[This information is only available from incumbent.](#)
17. What is the average balance of accounts by category?  
[This information is only available from incumbent.](#)
18. What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?  
[This information is only available from incumbent.](#)
19. What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?  
[BCSD does not have a projection.](#)  
What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?  
[This information is only available from incumbent.](#)
20. What has been the historical rate of return or liquidation rate provided by any incumbent(s), and/or what is anticipated or expected as a result of this procurement?  
[This information is only available from incumbent.](#)
21. What billing servicer do you utilize?  
[This will be discussed with the awarded vendor.](#)
22. Have all cases been fully adjudicated by the time of placement?  
[This information is only available from incumbent.](#)
23. If applicable, will accounts held by any incumbent(s) or any backlog be moved to any new vendor(s) as a one-time placement at contract start up?  
[This will be discussed with the awarded vendor.](#)
24. What is your case management/accounting software system of record?  
[This information is not relevant to the RFQ.](#)
25. Who is your electronic payment/credit card processing vendor?  
[This will be discussed with the awarded vendor.](#)
26. What process should a vendor follow, or which individual(s) should a vendor contact, to discuss budget-neutral services outside of the scope of this procurement, but related to it, designed to recover more debt prior to outside placement and lower collection costs?  
[No services outside of the scope of the solicitation will be discussed with any vendor unless specifically requested through a solicitation.](#)

27. How do your current processes and/or vendor relationship(s) systematically determine if the death of a responsible party has occurred?

[This information is not relevant to the RFQ.](#)

28. How do your current processes and/or vendor relationship(s) handle the death of a responsible party?

[This information is not relevant to the RFQ.](#)

29. Do you have a designated process or policies around deceased accounts today, and what is envisioned in the future?

[This information is not relevant to the RFQ.](#)

30. Do you currently search and file probated estate claims? Have you considered an automated tool to identify and file probated estate claims?

[This information is not relevant to the RFQ.](#)