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**DEBT COLLECTION SERVICES FOR BREVARD COUNTY CLERK OF COURT**  
**RFP# P-3-19-03**  
**December 13, 2018**  
**ADDENDUM 5**

**TO ALL PROSPECTIVE BIDDERS**

This is an Addendum to and shall be considered as part of the original request for proposal package for the above-mentioned RFP. Please included acknowledgement of Addenda issued and received in Tab 4 of proposal submittal.

Please see attached clarifications to questions received from Clerk of the Circuit and County Court.

**PROPOSAL OPENING DATE AND TIME:**

The proposal opening date and time remains December 20, 2018 @ 2:00 PM.

All other terms and conditions remain unchanged.

Sincerely,



Leslie Rothering  
Brevard County Central Services Department  
Interim Director

Cc: file  
Brevard County Clerk of Court

**END OF ADDENDUM NO. 5**



Clerk of the Circuit and County Court Brevard County, Florida

400 South Street, Suite 1-B, Titusville FL 32780-7683

PO Box 219, Titusville, FL 32781-0219

Phone: 321-637-5413 Fax: 321-264-5228

**SCOTT ELLIS, CLERK**

**BREVARD COUNTY CLERK OF COURT  
REQUEST FOR PROPOSAL FOR DEBT COLLECTION SERVICES  
ADDENDUM  
QUESTION AND ANSWER SUMMARY  
PREPARED BY: ANDREA BUTLER  
DECEMBER 13, 2018**

**TO ALL PROSPECTIVE BIDDERS:**

This is an addendum to and shall be considered as part of the original proposal package for the above-mentioned proposal. Please submit this sheet with your proposal submittal as acknowledgement of the addendum. Some duplicate questions were posed by different vendors. In those instances, the question and answer is only addressed once in the document.

**QUESTIONS:**

**Q. Can companies currently in class action lawsuits involving violations of the FFDCPA in other states still be considered for this bid?**

A. Yes; however, disclosure will be required upon award of a contract pursuant to Section 12, Duty of Continuing Disclosure of Legal Proceedings, of the Agreement for Debt Collection Services.

**Q. If a company has settled a lawsuit via a fine for practicing law without a license in another state will they be allowed to bid?**

A. Yes; however, disclosure will be required upon award of a contract pursuant to Section 12, Duty of Continuing Disclosure of Legal Proceedings, of the Agreement for Debt Collection Services.

**Q. Where shall the copies of the Addendums be attached to our proposals?**

A. The addenda should be included within Tab 4.

**Q. On page 12, Section 4.1, can the Resume's be attached to the document, rather than taking up space in the Executive Summary? If so, please verify that these attachments will not count against the three (3) page limit.**

A. Brief resumes for each partner should be included in the executive summary highlight section of the Contractor Profile. As specified in the RFP, this section should be limited to three (3) pages. As indicated in Section 4.0, any additional data that the Contractor deems pertinent should be included in an appendix at the end of the proposal. Any information contained in the appendix must be clear and succinct. The Contractor agrees that the additional data is for understanding purposes only and may not be evaluated by the committee or considered by the Clerk.

**Q. On page 24, Proposal Checklist, Item #3- Section 3.15 that is referenced is related to On-Site Inspections, can you please clarify what Proof of Registration we are to provide to ensure compliance with Section 3.15- On-Site Inspection? Or is the reference incorrect?**

A. The reference to Section 3.15 on the Proposal checklist Item 3 is incorrect.

**Q. Are vendors allowed to modify the language to the Waiver required in Tab 2 – References?**

A. No, a vendor may not modify the Waiver language.