



PO BOX 66699; ALBANY, NY 12206
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5/13/25

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Proposals (RFP) for Legal Collections and Judgment Enforcement Services, bid number 2024-81-LEG. Material in this Amendment supersedes any contradictory material in the RFP.

Please note that the due date for the submission of bids **remains unchanged**.

All bids are due 6/4/25, by 2:00 p.m.(Eastern).

Sincerely,

Patricia Cremmins

Patricia Cremmins
Contract Management Specialist

Name
RFP #
Amendment 1

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1		Past Contract	How are fees currently being billed by any incumbent(s), by category, and at what rates?	Not material to this RFP.
2		Past Contract	What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?	Not material to this RFP.
3		Scope of Work	To what extent are these accounts owed by private consumers versus commercial businesses?	All accounts are commercial business.
4		Scope of Work	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?	Either the accounts will be primary placements, or they will be accounts that NYSIF staff has secured a judgment upon that needs enforcement.
5		Scope of Work	What collection attempts are performed or will be performed internally prior to placement?	For most matters, NYSIF will secure the judgment and make attempts to restrain the company's bank account. Before assignment, NYSIF will explain what efforts were made. All other matters, it will be referred to outside counsel for litigation right after cancellation and final billing.
6		Scope of Work	What is the total dollar value of accounts available for placement now by category, including any backlog?	Amount to be determined based on agency needs.
7		Scope of Work	What is the total number of accounts available for placement now by category, including any backlog?	Amount to be determined based on agency needs.
8		Scope of Work	What is the average balance of accounts by category?	Amount to be determined based on agency needs.
9		Scope of Work	What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?	For new collection cases, the age is about 6 months to 1 year. For enforcement cases, typically it is 1 year to 2 years from the policy canceling and 3 months from judgment entered.
10		Scope of Work	What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?	Per RFP Section 1.6, "All awarded firms will be placed on a panel. Among other things, matters will be assigned through the panel based on the assignment, firm's experience, and demonstrated expertise. Final selection is at NYSIF's sole discretion."
11		Scope of Work	What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?	Per RFP Section 1.6, "All awarded firms will be placed on a panel. Among other things, matters will be assigned through the panel based on the assignment, firm's experience, and demonstrated expertise. Final selection is at NYSIF's sole discretion."
12		Scope of Work	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?	Not material to this RFP.

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13		Scope of Work	Can you please indicate what inbound and outbound contact methods, beyond phone calls or letters (such as email and text), would be permitted by the scope of work?	Email would be permitted however, texting is not allowed.
14		RFP Overview	Please reconfirm the due date for this procurement by providing it in response to answers to questions.	Barring unforeseen circumstances, the due date is 6/4/25 at 2:00 PM EST. It is the responsibility of interested parties to check NYSIF's procurement website at www.nysif.com/procurement for updates to the RFP.
15		RFP Overview	When is the anticipated contract start date?	The contract start date is subject to the required approvals.
16		RFP Overview	When is the anticipated award date?	Undetermined.
17		Pricing	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?	Fee proposals must be provided in accordance with the terms in the RFP and Appendix Z - Fee Schedule. Deviations are not permitted.
18		Past Contract	Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable.	Not material to this RFP.
19	15	2.3.2 Services to be provided; 2. Litigation	Could you please clarify where the litigation should be filed? Specifically, does this include both New York City and New York County?	Litigation should be filed in the counties in which NYSIF offices are located, which includes New York County, Suffolk County, Westchester County.
20	16	2.3.4 Services to be provided; 4.General Enforcement of Judgements	Is there an option to provide only post-judgment collection work?	Bidders must provide all services in the RFP.
21	14	2.3.1.6 Services to be Provided; 1. General; Question 6.	Regarding NYSIF'S interests on appeals, could you provide the number of currently pending appeals, as well as the average number of new filings per year?	There are currently no matters pending appeal.
22	14	2.3.1.7 Services to be Provided; 1. General; Question 7.	Regarding civil fraud actions under Workers' Compensation Law (WCL) Section 96, how many such actions are currently pending, and how many are typically filed annually	Currently there are 3 pending.
23	15	2.3.1.11 Services to be Provided; 1. Gernal; Question 11.	Concerning successor liability, corporate veil piercing, debtor-creditor law violations, and other enforcement actions: could you indicate the average number of such matters filed annually?	It is uncommon to file these types of actions, but if the facts warrant it for enforcement of the judgment, the bidder should have the skills to provide such services.
24	18	2.6 Subcontracting	Does NYSIF consider a print vendor to be classified as a subcontractor under the terms of this RFP?	No.

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25	N/A	N/A	What is the estimated size of the existing portfolio (the backlog) in terms of both the number of accounts and the dollar amount outstanding? The average balance owed per account? Per debtor?	Not material to this RFP.
26	N/A	N/A	What is the age of the oldest accounts in the portfolio?	Not material to this RFP.
27	N/A	N/A	What is the estimated size, in terms of both the number of accounts and dollars outstanding, of annual referrals going forward (i.e. new/future placements)?	Amount to be determined based on agency needs.
28	N/A	N/A	If applicable, who is your current collection provider? If applicable, how long has your current collection provider been under contract?	Not material to this RFP.
29	N/A	N/A	If applicable, what is your current collection provider's annual recovery rate (i.e. on accounts placed for one year)?	Not material to this RFP.
30	N/A	N/A	If applicable, what is the fee percentage (e.g. 33% of all monies collected on all referred accounts) charged by your current collection provider?	Not material to this RFP.
31	N/A	N/A	If applicable, how much collection fees were paid to/earned by your current collection provider this past calendar year? The year prior to that?	Not material to this RFP.
32	N/A	N/A	If applicable, how many dollars and what number of accounts were collected by your current collection provider this past calendar year? The year prior to that?	Not material to this RFP.
33	N/A	N/A	Will accounts referred to your current collection provider be recalled and re-referred to the collection provider chosen pursuant to this procurement process? And if so, can bidders propose a higher fee percentage for these previously worked accounts (i.e. second placements)?	Accounts will not be recalled from NYSIF's current collection provider and re-referred to firms awarded contracts under this RFP.
34	N/A	N/A	We assume that you do not/will not allow your collection providers to add convenience and/or payment processing fees in addition to their contingency fees? If such fees are allowed, can you clarify that you will require bidders to fully disclose the amounts to be charged so the same can take the same into consideration when evaluating pricing?	The rates provided in the Fee Schedule (Appendix Z) will be inclusive of all costs.
35	N/A	N/A	What are your in-house collection methods (e.g. number of mailings, calls, etc.) used on the referred accounts prior to referral to your collection provider?	See item 5 response.
36	N/A	N/A	How will account/collection information or data be communicated to the successful bidder (i.e. electronic via an FTP site)?	Via email.

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37	N/A	N/A	Will all account information be transmitted from a single platform or will multiple agencies be sending their accounts for collection to our system?	Not material to this RFP.