



15 COMPUTER DRIVE WEST; ALBANY, NY 12205
518.437.4360 | nysif.com

March 5, 2020

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Proposals (RFP) for Legal Outside Counsel Collections and Judgement Enforcement, bid number 2020-15-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 March 17, 2020, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in black ink, appearing to read "J. Alber", is positioned above the printed name.

Jessica Alber
Contract Management Specialist

Outside Counsel Collections and Judgement Enforcement

RFP #2020-15-LEG

Amendment 1

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	6 of 35	RFP Calendar	Please reconfirm the due date for this procurement by providing it in response to answers to questions.	Bids are due by 2:00 pm EST 3/17/2020 by Mail - Attention: Procurement Unit, Bid #2020-15-LEG, 15 Computer Drive West, Albany, NY 12205-1690
2			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.
3			What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?	Not material to this RFP.
4			What is the total dollar value of accounts available for placement now by category, including any backlog?	Amount to be determined based on agency need.
5			What is the total number of accounts available for placement now by category, including any backlog?	Amount to be determined based on agency need.
6			What is the average balance of accounts by category?	\$100,000 in each category
7			What is the average age of accounts at placement (at time of award and/or on a going forward basis), by category?	Six (6) months to three (3) years in each category.
8			What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?	Per RFP Section 1.7. "Successful Bidders will be placed on a panel for the Region(s) awarded. Matters will be assigned to Bidders by NYSIF's selection from the panel. Final selection is at NYSIF's sole discretion. No minimum amount of work is guaranteed."
9			What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?	Per RFP Section 1.7. "Successful Bidders will be placed on a panel for the Region(s) awarded. Matters will be assigned to Bidders by NYSIF's selection from the panel. Final selection is at NYSIF's sole discretion. No minimum amount of work is guaranteed."
10			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?	Per RFP Section 1.7. "Successful Bidders will be placed on a panel for the Region(s) awarded. Matters will be assigned to Bidders by NYSIF's selection from the panel. Final selection is at NYSIF's sole discretion. No minimum amount of work is guaranteed."
11			What is your case management/accounting software system of record?	Not material to this RFP.
12			Who is your electronic payment/credit card processing vendor?	Not material to this RFP.

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13			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?	Contact the NYSIF Director of Legal Collections.
14			How do your current processes and/or vendor relationship(s) systematically determine if the death of a responsible party has occurred?	Most accounts are corporations or LLCs. Death of a responsible party is rarely an issue.
15			How do your current processes and/or vendor relationship(s) handle the a death of responsible party?	See item 14 response.
16			Do you have a designated process or policies around deceased accounts today, and what is envisioned in the future?	See item 14 response.
17			Do you currently search and file probated estate claims? Have you considered an automated tool to identify and file probated estate claims?	No
18			We are affiliated with a lobbying firm, Pitta Bishop & Del Giorno LLC, which may from time to time lobby the New York State Insurance Fund. We want to confirm whether this affiliation may disqualify us from being selected or otherwise present any potential concerns for the NYSIF which might be resolved by implementation of an ethical wall or some other mechanism.	The affiliation would not disqualify your firm, but communications must be regulated in accordance with the State Finance Law provisions for procurement lobbying. If the lobbying firm makes any “attempt to influence” NYSIF’s procurement conduct or decisions, the communication is prohibited under State Finance Law. If the communication from the firm to NYSIF concerns different subject matter, the firm should adhere to the requirements of the NYS Lobbying Act and JCOPE’s regulations. Further information can be found at: https://online.ogs.ny.gov/legal/lobbyinglawfaq/default.aspx
19			I notice on this RFP it is directed to Law Firms. Are you not using Debt Collection Agencies any longer or is this just one aspect? If you are still using Debt Collection Agencies, when do you expect an RFP to come up for that?	Not material to this RFP.

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20	18	2.3(11)	What are the current contingency rates for NYSIF vendors for this work for each jurisdictional area?	Not material to this RFP.