



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873®

**REQUEST FOR PROPOSAL 6027
AMENDMENT #1**

TITLE: COLLECTION SERVICES

DATE: NOVEMBER 26, 2024

BUYER: Tanya Stevens

EMAIL: tstevens@semo.edu

PHONE: (573) 651-2588

PROPOSAL MUST BE RECEIVED NO LATER THAN:

DATE: DECEMBER 4, 2024

TIME: 3:30 P.M.

The notice of award is made subject to availability and appropriation of funds, as specified in the Request for Proposal, and the selection of the offeror is made in accordance with all applicable public procurement laws.

DELIVERY INSTRUCTIONS

**For USPS/FedEx/UPS, etc.
Proposals must be mailed to:
Purchasing Department**

**Southeast Missouri State University
One University Plaza, Mail Stop 3280
Cape Girardeau, MO 63701**

OR delivered by offeror to:

**Purchasing Department
Academic Hall Room 200F
Normal Avenue
Cape Girardeau, MO 63701**

MUST BE SIGNED TO BE VALID

The offeror hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal. Additionally, the authorized signer of this document certifies the contractor (named below) and each of its principles are not suspended or debarred by the federal government.

| | | | |
|--|-------|--|-----------------------|
| AUTHORIZED SIGNATURE | | PRINTED NAME/TITLE | |
| COMPANY NAME | | | CURRENT DATE |
| MAILING ADDRESS | | | TELEPHONE NUMBER/EXT. |
| CITY | STATE | ZIP CODE | |
| CONTACT PERSON | | CONTACT PERSON EMAIL ADDRESS | |
| DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION | | PROMPT PAYMENT TERMS: _____% _____ DAYS NET _____ DAYS | |
| NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY) | | | |
| AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY | | | DATE |

**SOUTHEAST MISSOURI STATE UNIVERSITY
NETWORK MANAGEMENT AND SECURITY EVALUATION
REQUEST FOR PROPOSAL 6027**

AMENDMENT #1

A. The offeror is hereby notified that Request for Proposal 6027 is clarified as follows:

1. Q: Please reconfirm the due date for this procurement by providing it in response to answers to questions.

A: Due date: December 4, 2024 by 3:30 PM.

2. Q: 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?

A: There is no pricing page for this bid 6027 – Collection Services. Compensation is based on the schedule in the Scope of Work #34, page 9.

3. Q: Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable.

A: The University is satisfied with our current vendors.

4. Q: How are fees currently being billed by any incumbent(s), by category, and at what rates?

A: Fees are charged by the agencies and is part of what a student owes. I believe those fees have varied over time and could be different from agency to agency. I'm not sure if some agencies charge differently if it's a first round, second round, etc.

5. Q: What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?

A: The University spent \$21,876.22 and \$267.88, last year and last month, respectively, amongst all three contracted vendors.

6. Q: 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?

A: See Scope of Work #3, page 5. Collection procedures shall be accomplished in accordance with all applicable laws. We have not put restrictions on method of contact in the past, so we are amenable to any the collection company would use. The University does not provide email addresses or phone numbers; however, if the collection agency can gather that information, then they are welcome to use those methods.

7. Q: To how many vendors are you seeking to award a contract?

A: The University anticipates making awards to multiple vendors.

B. RFP closing date and time remain the same.

All other terms and conditions of Request for Proposal 6027 remain the same. If you have any questions regarding this information, please contact Tanya Stevens at tstevens@semo.edu.

To acknowledge receipt of this amendment, the offeror should complete, sign, and return with the proposal response.