

**OFFICE OF THE COUNTY AUDITOR**

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June 8, 2023

**ADDENDUM #1**  
**RFP 2023-P09 Delinquent Tax Collection Services**

Please find attached Addendum #1 to RFP 2023-P09 Delinquent Tax Collection Services. All questions were answered by Hays County staff.

Attachments to this addendum:

- Questions & Answers

**Acknowledge receipt of this addendum by signing and returning this page with your proposal.**

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Signature

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Company Name

Date

**Addendum #1**  
**RFP 2023-P09 Delinquent Tax Collection Services**

**Questions & Answers:**

1. On Page 9 SYSTEM FOR AWARD MANAGEMENT of the RFP, it refers to a requirement to be registered with System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Since this is not a federal contract or receiving federal funds, is this still a requirement for this service contract?
  - *Hays County prefers all of their vendors to be registered on the SAM.gov website. If a company is not already registered on the SAM.gov website, then they can register and provide the email confirmation with their proposal. If a company chooses not to register is will not deem them non-responsive, however, at any time if federal or state funds will be utilized for this contract, the awarded company must be registered on the SAM.gov website in order to maintain their contract.*
  
2. On Page 10 CAPACITY TO PERFORM of the RFP it states to provide “A statement identifying who is liable for mistakes and lawsuits that may ensure.” Please clarify what is to be included and ensured in the statement.
  - *Provide a copy of your firm’s errors & omissions insurance policy and note if there are any fraud categories or exceptions to your coverage, and list what those exceptions are.*
  
3. Due to the 30-page limit requirements and the amount of information requested, is it acceptable for vendors to provide supporting documents such as resumes, invoicing samples, report samples, document examples, etc. as part of an Appendix that would not count towards the 30-page limit?
  - *Resumes, Invoice samples, report samples and document samples would be considered an appendix item and does not count towards the 30-page limit.*
  
4. When referring to the 30-page limit requirement, the County indicates 15 pages, front and back. Is it required or preferred that the hard copy be printed two-sided (front and back) or is it acceptable to print single-sided?
  - *It is preferred for the proposals to be front and back to save on paper, but not required.*
  
5. What is the amount of turnover for other collectibles mentioned – Special Inventory Delinquent Penalties, Property Assessed Clean Energy assessments and Texas Alcoholic Beverage Commission – for 2021 and 2022?
  - *Hays County has not had to turn over any items listed above for year 2021 & 2022.*