

ADDENDUM 1

RFP 473-18-00008

TO PROCESS AND MANAGE DISTRIBUTION OF REFUND CHECKS

Questions and Answers (in red):

- 1) This would be my first contract to apply for since getting minority certified in the state of TX. I did not see anything regarding education or years in business in order to bid. Could you clarify this requirement?

4.B.1. To pass the initial screening criteria, proposals must demonstrate that proposer has a minimum of five years' experience similar to that described in Section 3, Statement of Work. An entity or company with fewer than five years' experience as an entity is eligible to submit a proposal if each key member of the proposal team, including subcontractors, has five years' experience.

- 2) Will any travel be involved for the duration of the contract? If so, what is the percentage?

The commission does not anticipate required travel.

- 3) Are any in person interviews required or in person meetings before or during the contract?

Interviews, if required, can be done via telephone.

- 4) What staff size would be needed in ordered to accommodate the contract in order to meet all deadlines?

The proposer is free to propose whatever they deem appropriate.

- 5) 'Each time a distribution of refunds is required, the PUCT will provide the contractor with the names, addresses and amount to be distributed'. What will be the "type of file format" that will be used to send this information?

Excel spreadsheet.

- 6) "The PUCT estimates 2-3 distributions will be needed in the contract period. The term of the contract resulting from the RFP is anticipated to be September 1, 2018 to August 31, 2022."

Would you further define "contract period" when referring to the proposed amount of distribution? Will there be 2 to 3 distributions in the "term of 4 years total" or in each contract year?

The term of the contract is four years. The PUCT expects, but does not guarantee two to three distributions total during the term of the contract.

- 7) Re-issue and send checks that are returned with a forwarding address to the customer by first class mail (at no additional cost) and void checks returned without a forwarding address; Do you wish to have a brand new check “re-issued” or just to re-mail the original check to the recipient’s corrected address?

Remailing the original check is fine unless the check is void due to the passage of time, or will be void soon after the recipient receives it.

- 8) Will “returned” mail come directly back to vendor or to the PUC?

The contractor will be expected to use their own return address on all mailings, therefore the returned mail will go directly back to the contractor.

- 9) “After the contractor completes the initial distribution of authorized checks, the contractor must provide an invoice to the PUCT establishing completion of the initial distribution. Upon the PUCT’s approval of that invoice, the contractor will be paid 50% of the contracted fee for the distribution. The contractor must provide an invoice to the PUCT and will be authorized to withdraw the remaining 50% of the contracted fee after all the funds are distributed including remittance of unclaimed property to the State of Texas Comptroller of Public Accounts, if necessary.”

Does “monthly billing” to PUC {for the remaining 50% on “cashed” checks} occur?

No. First, the language stating that the contractor will be authorized to withdraw the remaining 50% is inaccurate. The contractor will be paid the remaining 50% by the PUCT after submitting an invoice indicating that all funds are distributed, including remittance of unclaimed property to the State of Texas Comptroller of Public Accounts if necessary. The per-distribution fee is paid according to the disposition of all checks in the batch. The contractor may invoice for the first 50% when the initial checks for all recipients in the batch have been mailed. The contractor may invoice for the remaining 50% upon completion of the contracted work for that batch – meaning that all of the funds are distributed, including remittance of unclaimed property to the State of Texas Comptroller of Public Accounts.

- 10) Scenario - An authorized check is issued, completed, and contractor has already drawn the 50% payment on such check. The check is then cashed by recipient and

therefore does not require remittance to TX Comptroller. Is contractor allowed to draw their remaining 50% fee on the next regularly occurred billing to PUC?

See answer to question # 9. Payment is on a per-distribution basis, not a per-check basis.