

ARKANSAS TECH UNIVERSITY
Purchasing Department
Young Building East End
203 West O Street
Russellville, AR 72801-2222

January 28, 2015

ADDENDUM NO. 4

To: Prospective Respondents
From: Purchasing Department
Subject: Q & A Final and clarification of Funding Out Clause section

1. What does the current vendor charge Arkansas Tech University? [Proprietary information](#)
2. What is the current vendor's recovery ratio? [Approx. 20%](#)
3. What type of training is the university staff interested in?
[New collection laws/due diligence etc.](#)
4. Why is ATU seeking a new collections agency? [The prior contract has reached the end of the seven year maximum.](#)
5. What is most important to ATU when selecting a new agency? [Recovery rate history for similar universities and user friendly website/customer service.](#)
6. Are in-state agencies preferred? [No preference](#)
7. Will collection costs be added to all placements and what is the formula to assess these costs? [No](#)
8. Do students sign an agreement or e-sign via electronic registration at enrollment that will allow the University to add collection fees to the accounts turned over for collections? [Not at this time](#)
9. Who is your current billing servicer? [CBE](#)
10. Who are the incumbents and how long have they provided services to the University?
[CBE, almost 7 Years](#)
11. What is the historical rate of return or recovery rates provided by incumbents? [Proprietary information](#)

12. What areas, processes and / or results is the University looking to improve or enhance under this new contract? *We are currently satisfied with the performance of our current provider, our contract has reached its term limit.*
13. How many contracts will be awarded? *One*
14. Will the University be referring secondary placements? *Not as resultant from this award*
15. Are legal services within the scope of the RFP? *No*
16. Will the University pay the collection agency on a gross or net-fee basis? *NET*
17. Your RFP requires audited financial statements. We are a privately held corporation and have never had a business need to audit our financials. However, we do review our financials on an annual basis. Will the University revise its requirement and accept reviewed financials? *No, an audited financial statement is our agencies standard request in this type RFP.*
18. Can you provide proposal evaluation information, including scores? *This would require a Freedom of Information Request that would be forwarded to our Legal Department for review.*
19. The RFP requires "on-line real-time access". If we do not currently provide 24/7 access (but plan to in the first quarter of 2015), will our proposal be evaluated? *We currently have real-time access and will only consider companies that can provide.*
20. The RFP states that two forms (the EEO Policy Form and the Illegal Immigrant Certification Form) are attached. However, they don't seem to be. Can you provide them? *Yes, you may find them by going to our website at www.atu.edu/purchasing or following these links:*

<http://www.atu.edu/purchasing/docs/bid-GrantDisclosureForm.pdf>

<http://www.atu.edu/purchasing/docs/bid-EEO.pdf>

<http://www.atu.edu/purchasing/docs/illegalimmigrantvendors102512.pdf>

Funding Out Clause: Correction of dates

In the event that the anticipated term of this contract extends beyond the current biennial period (7-1-15 thru 6-30-17), the contract will be terminable on the part of the University without cause at the end of the current biennial period. However, the University may agree to continue the contract, but in no case will any renewal, automatic or otherwise, cause the contract to continue beyond a biennial period for which the contract is renewed.