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January 7, 2015

ADDENDUM 1

RFP No. & Title: 02-015 Tax Bills

The attention of bidders is called to the following changes, clarifications and/or additions/deletions to the original bid document and they shall be taken into account in preparing the RFP and shall be part of the contract.

CLARIFICATION

1.   What are the average balances maintained in the Collection account?
A.   **We do not believe this information is necessary to provide a response for the RFP. We need to know the dollar amount of the compensating bank balance in order to provide the services requested. We do not plan on maintaining a surplus beyond that.**

2.   How often and in what manner are disbursements made from the Collection account?
A.   **We already have a financial institution that provides disbursement services for us. We would draw funds by a single ACH transaction approximately 10 times per year.**

3.   Please provide specifics for the required FTP file format.
A.   **See attached Devnet, Inc FTP file format.**

4.   Does the Treasurer require daily courier pick up from the County offices in addition to the Post Office?
A.   **Only daily pick up from the Treasurer's office, not the post office.**

5.   What are the specific collateral requirements for balances held on deposit? Please provide the County's current investment policy statement if possible.
A.   **Property tax collections are not collateralized. Kane County's investment policy does not apply to taxing district funds.**

6.   In the subsection "Reports and Records" within the Statement of Qualification and Offers, please elaborate on what should be included.
A.   **Please elaborate further, all required reports are mentioned by name in the RFP.**

7.   Are there additional payments received throughout the year or are the payments outlined in Attachment A all of the lockbox payments received for the whole year?
A.   **All on Attachment A. We do not use the lockbox for low volume collections.**

8.   Do you allow payments to be processed after September 19 or will the courier discontinue pick up after that date?
A.   **We discontinue pick up. We do not use the lockbox for low volume collections.**

9.   Are the balances going to remain in the account or are they transferred out when received?
A.   **Balances are transferred out when received.**

10.   If they are being transferred out, what method will you be using to transfer the funds and how often?
A.   **We ACH transfer about once a month.**

11.   What is the average collected balance we can expect to remain in the account per month and per day?
A.   **The document provided should give a rough idea of the average collected balances. We would maintain enough to pay for any compensating balance.**

12.   Do you require a CD ROM if an on-line archive of checks and stubs is available for seven years or will the on-line archive meet the County's retention needs?
A.   **An on-line archive would be fine.**

13.   What are your expectations around correspondence included with payments?
A.   **Correspondence would be mailed to the Treasurer's Office.**

14.   What would be the nature of changes in your processing requirements from season to season?
A.   **Processing requirements should be very similar from year to year.**

15.   Can you please clarify #4 Sections A? Do you want only unprocessable items returned or are you looking for processed envelopes to be returned also?
A.   **We would want both returned.**

16. What is the average number of unprocessable items per month?
A. **Unprocessable should be under 1%.**

17. Can you provide a sample FTP file you are receiving so we can anticipate any programming requirements?
A. **Refer to answer for question 3 above or see attached file.**

18. Do you receive any cash or credit card payments through your lockbox?
A. **No.**

19. Do any of your payments require manual keying? If so, how many characters per payment?
A. **Yes, under 1% characters per payment.**

20. Do you require any special processing such as sorting or multiple payee validation?
A. **No.**

21. Would you like on-line decisioning of any exception items?
A. **Yes.**

22. How many different P.O. Boxes need to be services and where are they located?
A. **There is no P.O. Box, vendor to only pick up from the Treasurer's Office.**

23. Is there a specific time that the boxes need to be serviced?
A. **Vendor has to pick up by 10:30 a.m. and the FTP files to us by 3 p.m., same day.**

24. Are the payments required to be processed the same day they are picked up from the USPS or can they be processed the next day.
A. **Refer to answer for question 23 above.**

Please respond accordingly and confirm your receipt of Addendum 1. If you have any additional questions, please fax to (630) 208-5107 or via e-mail.

Sincerely,

Theresa Dobersztyn, C.P.M., CPPB / Tim Keovongsak, Buyer II
Interim Director of Purchasing

Attachment: (1)

File Format for Tax Paying Agents
Revised 05/11/2001

The following file format will be used to exchange information between the County and its Tax Paying Agents (TPAs):

Field	Max. Length	Description
parcel_number	CHAR 20	Parcel ID Number. Number is not masked (for example, 0101100001)
bill_number	CHAR 10	Tax Bill Number
loan_number	CHAR 30	Loan number (provided by the TPA) for the parcel
tpa_code	CHAR 10	Code identifying the TPA (assigned by the county)
owner_name	CHAR 255	Owner name as it appears on the parcel's tax bill
install_1_due	DECIMAL 15,2	Installment 1 tax due. Appears as an unformatted decimal (for example, 1234.56)
install_1_paid	DECIMAL 15,2	Installment 1 tax paid. Appears as an unformatted decimal.
penalty_1_paid	DECIMAL 15,2	Installment 1 penalty paid. Appears as an unformatted decimal.
install_2_due	DECIMAL 15,2	Installment 2 tax due. Appears as an unformatted decimal.
install_2_paid	DECIMAL 15,2	Installment 2 tax paid. Appears as an unformatted decimal.
penalty_2_paid	DECIMAL 15,2	Installment 2 penalty paid. Appears as an unformatted decimal.
paid_by	CHAR 50	Name of person paying the taxes.

The field lengths specified above are maximums: data may be less than the specified field length, but must not exceed the given length. Files with data that exceeds the specified field length will be truncated.

Files sent to TPAs will contain all of the above fields. TPAs may request the file in a variety of formats, including tab-delimited text files and DBF files. Files may **not** contain field headers.

Files received from TPAs **must** contain all of the above fields and be in tab-delimited format.

Not all fields are used by all TPAs. If you are not using a CHAR field, please insert a space in place of data. If you are not using a DECIMAL field, please place a 0 (zero) in place of data.