



County of El Paso Purchasing Department
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ADDENDUM 2

To: All Interested Vendors
From: Araceli Hernandez, Formal Bid/Buyer Sr.
Date: June 24, 2020
Subject: RFP 20-031 Full Service Deputy 2020 for the Tax Assessor-Collector

This addendum has been issued to notify vendors of the following questions received:

1. I have been trying to take "El Paso County Code of Ethics Training" on-line but it leads to a blank page. Please let me know what I can do if I can't successfully access your web page.

Response: On pages 2 and 3 of the specification packet the form is titled "El Paso County Code of Ethics Training Affidavit". Responding firms can read, sign and include in the response as acknowledgment for the training.

2. I am interested in submitting RFP's for several locations. Do I have to submit a proposal for each location or can all "Geographic Areas" that I am interested in be on the same proposal?

Response: Several locations may be submitted with all the information required for each location in one (1) submittal.

3. Do I have to send the RFP's through the USPS or can a local delivery service hand deliver them to you?

Response: By order of the County Judge in response to the COVID-19 situation, the building is not opened to the public. All responses must be mailed via USPS or third-party carrier as stated on the first page of the specifications.

4. Do I include all bid/proposal forms (54 pages) in this RFP as part of our proposal package?

Response: No, not all 54 pages are required to be sent back. All required forms must be signed and returned with the vendor's proposal.

5. We need to ask the County Tax Assessor for our percentage of rejections for our offices, Express Car Titling I & Express Car Titling II. We need to know if we can get that information from you or if we can go directly to tax office. If we can get this information directly from tax office will you please email Mr. Arturo Pastrana so we can obtain this information?

Response: This question cannot be answered as part of the RFP addendum process, as it pertains to a current, specific contract between your firm and the County Tax Assessor-Collector's Office. You may inquire directly with that office to obtain your information. Since this question does not pertain to the RFP specifications, it may be outside of this Q & A forum.

6. Additionally since the bid has been pushed back to July 02, 2020 has the time frame for information also changed from the June 18, 2020 deadline?

Response: The deadline for question (information) has not been extended.

7. During this application process/bidding process, do we need to apply and become a vendor or may we apply after a contract is awarded?

Response: Submitting firms may submit the W-9 Form with their response to this RFP.

8. How soon after the opening bids will the award for the contract be announced?

Response: Awards are at the pleasure of the Commissioners Court, but the County anticipates Court action within 4-6 weeks after the opening date.

9. Where do we find the forms for RFP or do we just provide the information needed on a separate sheet of paper or on the same RFP paperwork found in the announcement?

Response: Required forms that must be signed and returned are located in the RFP package. Relative to the bidder response to requirements in the specification, the bidder shall provide and present detailed responses in as many sheets as needed to accomplish the task.

10. Where is the bid proposal sheet located, if needed for this RFP?

Response: Refer to Question 9. There is no formal bid sheet. The bidder shall provide and present detailed responses in as many sheets as needed to accomplish the task.

11. What happens if an award is granted to the vendor but the site is no longer available for lease? Will we have time to look for an alternate site within the same geographical area or propose an alternate for consideration by the County Tax Assessor-Collector?

Response: The County will work with awarded firms in this situation, providing verification and formal documentation is submitted proving leasing situation has changed. Reasonable allowances will be made for awarded vendors to secure a new location, provided the new location is within the same geographical zone as recognized by the award.

12. Is the County of El Paso requiring us to hire full time employees or can we hire part time employees?

Response: The County does not have a preference. Submitting firms will decide how they best fill the requirements of the RFP specifications and base their proposal(s) on the own assessment. Awarded vendors are required to properly staff to meet the performance measures required by the Tax Assessor-Collector.

13. With regards to the Internet access to the Office being \$4,260 per year, is that cost for each office location (if multiple location sites are awarded)?

Response: Each Office location shall pay \$4,260 per year for TxDMV Registration and Titling System access.

14. When will the Commissioner's Court decide on awarding bids for this announcement?

Response: Refer to Question 8. Awards are at the pleasure of the Commissioners Court, but the County anticipates Court action within 4-6 weeks after the opening date.

15. How long is the training provided by the County? Where is the training site located?

Response: All new hires will need to complete all required TxDMV eLearning courses on line before they are allowed access to the Registration and Titling System. They must pass all eLearning courses with an average of 80% or better. Additional training will be provided by the Tax Assessor-Collector as needed, at a specified location. TxDMV training is provided by several methods, such as Registration and Titling Bulletins (RTB) and by Webinars. The Texas Comptroller of Public Accounts will train via bulletins and Webinars as well.

16. Where can I find an example of, or an actual (previous) bid proposal for full service deputy that is considered public information?

Response: There are no previous bid proposals as the formal solicitation process was not required for this type of contracting. Senate bill 604 now requires all Counties that maintain Full Service Deputy Offices to perform formal solicitations to contract those offices.

17. We send our original contract by ups, then we need to send 6 electronic contract copies?

Responses: The original hard copy and six (6) electronic copies of the submittal are required at the time of bid opening. The original and the electronic copies must be mailed together via USPS or third-party carrier.

18. On the contract we send by ups, do we only sent the paperwork on the check list?

Response: All required documents as specified in the RFP document are required at the time of bid opening. All documents to be considered must be mailed with the original submittal.

19. Do you have a copy of the bond form required?

Response: No. Bond companies are different and the applicant should consult with their Insurance Company in procuring one. A successful surety bond must be payable to the County Tax Assessor-Collector with the bond conditioned on the person's proper accounting and remittance of the fees the entity collects and to include the value of inventory on hand. The bond amount is set by the Tax Assessor-Collector in the contract and needs to be in place before operations begin.

20. Can bids be submitted as itemized? If so, does the proposal need a final dollar amount or can it remain itemized?

Response: Proposers may submit itemized bids detailing the amount the public will be charged for services rendered. The itemization may show a lower price for any of the services rendered, however, pricing may not exceed the maximum allowed as stated in the Service/Convenience Fee Chart from Exhibit A.