

## Solicitation Amendment No. 001

Page 1 of 1

<b>To: Prospective Bidder/Offeror:</b>	<b>Date:</b>
Prospective Proposers	January 03, 2019
<b>Project Title:</b>	<b>Project No.:</b>
Student Financial Collection Services	RFP 19-18

The Request for Proposals (Project RFP No. 19-18) is hereby amended as set forth below:

Section 2.0 Price Proposal, (page 8 of 51) is hereby deleted and replaced with the amended Section 2.0 Price Proposal (see attached).

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

<b>Company Name (Bidder/Offeror):</b>	
<b>Signed by:</b>	<b>Date:</b>
<b>Name (Type or Print):</b>	<b>Title:</b>

**Section 2 – Price Proposal**

**1. Instructions**

Proposer must complete this section in its entirety, and may supplement this section with additional pages as to provide HCC with a more detailed breakdown, backup and/or options of related cost associated with the services being solicited in this solicitation. The Total Cost for the solution provided must be a turnkey cost inclusive of but not limited to travel and living expenses. Submit one (1) original printed and one (1) electronic copy (USB) of your price proposal.

**2. Total Cost**

Provide a Total Cost (to include all travel and living expenses) for the proposed solution. The Total proposed cost will be a firm fixed cost for the life of the contract.

<b>Item No.</b>	<b>Part 1-First Placements - Collection Services</b>	<b>Percentage/Fee</b>
1	Collection Services for Delinquent Student Accounts (Tuition and Fees) without the filing of lawsuits	
2	Collection Services for Non-Sufficient Funds Student Accounts without the filing of lawsuits	
3	Non-Sufficient Funds Checks (NSF)	

<b>Item No.</b>	<b>Part 2-Second Placements - Collection Services</b>	<b>Percentage/Fee</b>
1	Collection Services for Delinquent Student Accounts (Tuition and Fees) without the filing of lawsuits	
2	Collection Services for Non-Sufficient Funds Student Accounts without the filing of lawsuits	
3	Non-Sufficient Funds Checks (NSF) Hot Checks	

\*The percentage/fee that the Collection Agency shall collect from the student shall be based on the original balance of the accounts referred for collection, i.e.

Account Balance - \$1,000.00 (due to HCC)  
 Collection Fee due to Contractor (if fee is 21%) - \$1,000.00 x 21% = \$210.00  
 Amount to be collected from student - \$1,000.00 + \$210.00 = \$1,210.00

Delinquent student account receivable balances can include housing charges, meal plan charges, and library fines, parking fines, conduct fines, financial aid, Return of Title IV repayments, non-sufficient fund payments and fees, tuition, student activity fees, course fees, and bookstore charges.

**3. Price Evaluation**

Evaluation of price will not occur until the completion, scoring and ranking of all proposers on the basis of non-price factors. Please refer to Section 3 for an explanation of the evaluation process for this RFP.

**4. Price Proposal Signature**

The information in this RFP is to be utilized solely for preparing the proposal response to this RFP and does not constitute a commitment by HCC to procure any product or service in any volume.

Name:	
Title:	
Date:	
Signature:	