

NOVEMBER 25, 2013

NOTE TO PROPONENTS

ADDENDA #2 TO RPF 3 '14/13/P

DEBT COLLECTOR SERVICE FOR THE CITY OF SANTA FE

PLEASE BE ADVISED OF THE FOLLOWING REQUIRED CHANGES:

1: SCOPE OF WORK: ITEM 28. MAINTAIN IN EFFECT, AN ERROR AND OMISSIONS INSURANCE POLICY IN THE AMOUNT OF **\$2,000,000** MINIMUM TO PROTECT AGAINST ERRORS AND OMISSIONS BY THE COLLECTOR OR ANY OF ITS OFFICERS, AGENTS, OR EMPLOYEES. THE CERTIFICATE OF INSURANCE MUST BE PROVIDED BEFORE ANY SERVICES BEGIN. COLLECTOR MUST PROVIDE THE CITY NOTICE OF ANY CANCELLATION OF ERRORS AND OMISSIONS INSURANCE POLICY WITHIN (3) BUSINESS DAYS. CITY OF SANTA FE TO BE COVERED UNDER THIS POLICY

2: NEW ITEM: 32: PROVIDE INFORMATION RELATED TO ONLINE PAY CENTERS THAT MAY BE AVAILABLE UNDER YOUR SERVICES TO THE CUSTOMER.

3: NEW ITEM: 33: PROVIDE INFORMATION RELATED TO YOUR EXPERIENCE RELATED TO MEDIATION SERVICES AND THE APPEAL PROCESS.

ALL OTHER PERTINENT INFORMATION TO REMIAN THE SAME:

RECEIPT ACKNOWLEDGE BY PROPONENT

THIS ADDENDUM WILL BE PART OF THE PROPOSAL DOCUMENT AND SHALL BE INCLUDED WITH THE RFP SUBMITTAL. NON-RECEIPT OF ADDENDA BY PROPOSAL IN NO WAY RELIEVES PROPONENT OF OBLIGATION OF COMPLIANCE WITH ANY TERMS AND CONDITIONS STATED IN THE ADDENDA.