



Department of Procurement and Contract Compliance

RFP R41774

Addendum #2

Municipal Court Debt Collections

Refer All Inquiries To: Arenis Montes a.montes@wycokck.org

Department of Procurement and Contract Compliance
701 N. 7th Street, Suite 649
Kansas City, Kansas 66101
913-573-5440

THE ABOVE-MENTIONED PROPOSAL REQUEST IS HEREBY AMENDED AS FOLLOWS:

Addendum 2

The Unified Government of Wyandotte County/Kansas City, Kansas hereby provides Offerors with extended deadline information and clarification for RFP R41774 Municipal Court Debt Collections. Respondents must deliver their Addendum 2 with their submission by **March 5, 2026, at 2:00 p.m. Central Daylight Time (CDT) in the Clerk's Office located on Floor 3, Room 323.**

1. Deadline to Submit Revised Written Questions

- a. This deadline is offered to those who submitted written questions prior to the original deadline to submit written questions on January 28, 2026 @ 12:00 pm.

- **Friday, February 13, 2026 @ 5:00 PM**

2. The Unified Government's Responses to Written Questions

- Friday, February 20, 2026 @ 5:00 PM

3. Proposals Submission Deadline

- Thursday, March 5, 2026 @ 2:00 PM

4. Clarification:

In reference to page 3, Section 1.2 Purpose, and page 10, Section II.4 Prior Experience, of the RFP: Please see the attached revised pages to remove and replace the District Court terminology that was used in error, along with detail to the request for information related to EMS debt collections.

This RFP is only for debt collection services for the Municipal Court, who only has one (1) type of account - Fines and Fees Owed.

The reference to legal services will remain. Although these services are not currently anticipated, the Unified Government may request them during the term of the agreement. Pricing will be requested at the time services are needed.

THE ATTACHED SIGNATURE PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL RESPONSE.

In other respects, except as specifically stated above, the subject Proposal Request remains unchanged.

Addendum 2, Q&A

SIGNATURE PAGE

Offerors are asked to acknowledge receipt of this Addendum Number Two (2) by completing the information requested below **and submitting this information with their proposal**. Failure to do so may subject the offeror to disqualification.

ALL OTHER SPECIFICATIONS AND CONDITIONS REMAIN UNCHANGED.

RECEIPT OF THIS ADDENDUM IS HEREBY ACKNOWLEDGED

NAME/BUSINESS: _____

ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____, STATE: _____, ZIP CODE: _____

PHONE: _____, FAX NO: _____

E-MAIL ADDRESS: _____

ATTENTION OF: _____

TITLE: _____

SIGNED: _____

DATE: _____

Article VI. Proposal Format..... 17
REQUEST FOR PROPOSAL..... 18
Municipal Court Debt Collections..... 18
RFP R41774..... 18
OPENING DATE/TIME:..... 18
 Section VI.1 Proposal Format and Content19
 Section VI.2 Requirement to Register19
Submission Requirements Evaluation, and Selection..... 19
Article VII. Submission Requirements 19
Article VIII. Evaluation Criteria..... 20
Attachments..... 22

Article I. General Information

Section I.1 Method of Source Selection

Section 29-154 of the Unified Government of Wyandotte County / Kansas City, Kansas Procurement Code allows for the use of Competitive Sealed Proposals (RPF) process when it is determined that Competitive Sealed Bidding is either not practicable or not advantageous to the Unified Government by the Procurement Department as permitted.

Section I.2 Purpose

The Unified Government of Wyandotte County/Kansas City, Kansas, (“Unified Government”) is accepting competitive proposals from qualified firms for the purpose of “Municipal Court Debt Collections”. The Offeror shall collect debts owed to the Municipal Court (“Court”).

Section I.3 Existing Environment

The Unified Government of Wyandotte County/Kansas City, Kansas is a consolidated city/county government serving all the citizens of the City of Kansas City, Kansas, and Wyandotte County, including, through county programs, residents of Wyandotte County’s unincorporated areas and the three other cities within its borders: Bonner Springs, Edwardsville, and a portion of Lake Quivira. The City of Kansas City, Kansas is located entirely in Wyandotte County which, along with ten other Kansas and Missouri counties, makes up the Greater Kansas City Metropolitan Area with a population of approximately 2.1 million. For clarity, the cities of Kansas City, Kansas and Kansas City, Missouri are separated by the Kansas-Missouri border and are independent of one another in all aspects. This RFP focuses exclusively on the City of Kansas City, Kansas and Wyandotte County, Kansas.

Section I.4 Required Review

Offerors should carefully review this solicitation to fully understand the scope of work and for defects and questionable or objectionable items. Comments or questions concerning this RFP must be made in writing and received by the procurement officer at least ten (10) days before the proposal opening. This will allow issuance of any necessary addendums which will be shared publicly and with all notified potential bidders. Protests based on any omission or error, or on the content of the solicitation, will be

The Unified Government may conduct discussions with offerors for the purpose of clarification. The purpose of these discussions will be to ensure full understanding of the requirements of the Request for Proposal. Discussions will be limited to specific sections of the RFP identified by the procurement officer. Discussions will be limited to specific sections of the Request for Proposal identified by the procurement officer. Discussions may only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the Procurement Officer. Discussions, if held, will be after initial evaluation of proposals by the evaluation committee. If modifications are made as a result of these discussions, they will be put in writing. Following discussions, the Procurement Officer may set a time for best and final proposal submissions from those offerors with whom discussions were held.

Offerors with a disability needing accommodation during the discussion process should contact the Procurement Officer prior to the date set for discussions so that reasonable accommodation can be made.

Section II.4 *Prior Experience*

In order for their offers to be considered responsive, Offerors must meet these minimum prior experience requirements.

- The Offeror shall provide detailed resume(s) of qualified and experienced personnel who will be the main contact(s) to the Municipal Court. Offeror must also indicate whether attorneys on staff are licensed to practice in Kansas and/or in another state.
- The Offeror shall list the number of current government clients for which it provides the same or similar type of services for the collection of debts owed to the Court.
- The Offeror shall provide a detailed description of three (3) comparable contracts which the Respondent has either ongoing or completed within the past three (3) years with a similar in scope of services to those requested herein. The description should identify for each project: (1) the client; (2) the description of work; (3) the total dollar value of the contract; (4) the contract duration; (5) a client contact, telephone number; and (6) a statement as to whether the Offeror was the prime contractor or subcontractor for each of these projects.
- Have adequate technical and financial resources for performance.
- The Offeror shall describe proposed collection methods and procedures. While Kansas Statute K.S.A. 12-4119 permits a cost collection rate of up to 33% for debts owed to the court or restitution, the Unified Government seeks to ensure that all collection activities are conducted ethically and responsibly. The Unified Government cannot engage in predatory collection practices toward delinquent accounts. The Unified Government does not seek to add undue financial hardship to its constituents. Therefore, Offerors are strongly encouraged to propose reasonable and considerate collection fee structures that reflect fairness and compassion for individuals' financial situations. Our intent is to recover owed funds efficiently while avoiding actions that could worsen financial distress for those we serve.
- Offeror must state whether they provide EMS collections services. The offeror must also provide a detailed description of the services they specialize in and a list of municipalities they currently serve. Though the EMS collections services is not the main focus of this RFP, we are requesting information should the KCK Fire Department EMS request services at a later date.