



**Vermont Department of Taxes**  
133 State Street, 5<sup>th</sup> Floor | Montpelier VT 05633-8000  
802-828-2211 phone | 802-828-2222 fax  
<http://bgs.vermont.gov/purchasing>

# **SEALED BID**

## **REQUEST FOR PROPOSAL**

### **Collection Service**

<b>ISSUE DATE</b>	<b>November 13, 2023</b>
<b>QUESTIONS DUE</b>	<b>November 17, 2023 – 4:30 PM Eastern Time</b>
<b>RFP RESPONSES DUE BY</b>	<b>November 30, 2023 – 4:30 PM Eastern Time</b>

**PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND ADDENDUMS ASSOCIATED WITH THIS RFP WILL BE POSTED AT:**

<https://www.vermontbusinessregistry.com>

**THE STATE WILL MAKE NO ATTEMPT TO CONTACT INTERESTED PARTIES WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH BIDDER TO PERIODICALLY CHECK THE ABOVE WEBPAGE FOR ANY AND ALL NOTIFICATIONS, RELEASES AND ADDENDUMS ASSOCIATED WITH THIS RFP.**

<b>STATE CONTACT:</b>	<b>Michael Madill</b>
<b>TELEPHONE:</b>	<b>(802) 828-0146</b>
<b>E-MAIL:</b>	<a href="mailto:michael.madill@vermont.gov">michael.madill@vermont.gov</a>

## 1. OVERVIEW:

- 1.1. **SCOPE AND BACKGROUND:** Through this Request for Proposal (RFP) the Vermont Department of Taxes (hereinafter the "State") is seeking to establish contracts with one or more companies that can provide services to collect delinquent taxes, other debt and fees from individuals and business located in and outside of the State of Vermont.
  - 1.1.1. The State currently collects more than 30 tax types, associated penalty, interest, and fees, as well as other debts owed to the State.
  - 1.1.2. At some point during the term of this contract or its extensions, the State may receive authority to collect new tax or debt types. The Agency will be notified of specific details if/when changes occur that impact collections performed by an Agency.
  - 1.1.3. The State anticipates approximately placing an average of \$600,000.00 a month, which placements will be distributed between one or more Agency.
  - 1.1.4. Whenever there is a change on the debt balance, resulting from a payment, offset, new debt, accrual of additional penalties or interest or other similar transactions, the State will include the new balance in its weekly file transmission.
  - 1.1.5. Before a debt is referred to an Agency, the State may take collection action in accordance with our standard operating procedures and commonly performed practices. These actions may include billing letters, collection notices, telephone calls, judgements, liens, and other remedies available to the State.
  - 1.1.6. The State may take independent administrative action against a debtor while the case is assigned to the Agency. These administrative actions include but are not limited to: offset of Federal and State refunds, resolution of repeated trust tax debt, wage garnishment, or bank levy. Depending on the independent actions/seriousness of the case, the State may pull back the debt at its discretion.
  - 1.1.7. There various situations the State may receive payments through no action taken by the Agency. Payments or offsets received for any one of the following situations will not be subject to Agency Fees.
    - 1.1.7.1. Payment received by the State on an account within **20** calendar days of the debt being assigned to the Contractor.
    - 1.1.7.2. Offsets of a Federal or State refund, or rebate, or vendor payment.
    - 1.1.7.3. Payment received as part of a lien payoff request or lien release.
    - 1.1.7.4. Payment received as part of a 3260 request.
    - 1.1.7.5. Payment received as part of legal litigation.
    - 1.1.7.6. Payment type of wage garnishment or bank levy received that is initiated by the State's action.
  - 1.1.8. If a debt assigned to the Agency becomes subject to a bankruptcy or probate proceeding or receivership, upon discovery the Agency shall immediately cease all collection activity on the debt and return the debt, together with any information and/or documentation secured, to the State.
  - 1.1.9. If a debt assigned to the Agency becomes the subject of a sale or refinancing of real estate belonging to the taxpayer within Vermont, the Agency shall immediately upon discovery cease all collection activity and return the debt, together with any information and/or documentation secured, to the State.
  - 1.1.10. The Agency selected will be subject to, and expected to adhere to, all applicable laws and regulations of the United States, the Internal Revenue Service, the State and any state or province in which the Agency operates or conducts collection activities. This condition is of special significance with respect to confidentiality.
  - 1.1.11. The Agency selected and all employees working on the State accounts will abide by all confidentiality provisions contained in the Vermont Tax Statutes and will sign a contract with the State to that effect. The State reserves the right to inspect the systems and procedures of the Agency to

guarantee that the Agency and its employees are adhering to the confidentiality provisions of the Vermont Tax Statutes.

- 1.1.12. The State's data may not be shared by any person or persons other than Agency employees directly responsible for collection activities.
- 1.2. **CONTRACT PERIOD:** Contracts arising from this RFP will be for a period of 24 months with an option to renew for up to two additional twelve-month periods. The State anticipates the start date for such contract(s) will be March 1, 2024.
- 1.3. **SINGLE POINT OF CONTACT:** All communications concerning this RFP are to be addressed in writing to the State Contact listed on the front page of this RFP. Actual or attempted contact with any other individual from the State concerning this RFP is strictly prohibited and may result in disqualification.
- 1.4. **BIDDERS' CONFERENCE:** No bidder's conference will be held.
- 1.5. **QUESTION AND ANSWER PERIOD:** Any bidder requiring clarification of any section of this RFP or wishing to comment on any requirement of the RFP must submit specific questions in writing no later than the deadline for question indicated on the first page of this RFP. Questions may be e-mailed to the point of contact on the front page of this RFP. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site <https://www.vermontbusinessregistry.com> . Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions.
- 1.6. **CHANGES TO THIS RFP:** Any modifications to this RFP will be made in writing by the State through the issuance of an Addendum to this RFP and posted online at <https://www.vermontbusinessregistry.com> . Modifications from any other source are not to be considered.

## 2. **DETAILED REQUIREMENTS/DESIRED OUTCOMES: *The agency shall:***

- 2.1.1. Provide a collection service to the State in the form of collecting delinquent taxes or other debt owed to the state from appropriate debtors.
- 2.1.2. Prioritize collection efforts on referred business debt, where Trust Taxes (Sale Tax, Meals and Rooms Tax, Cannabis Excise Tax and Withholding Tax) was collected but not remitted.
- 2.1.3. Utilize the State's secure electronic file transfer for required file exchanges and transfer of payments the Agency collects. All electronic transmissions shall meet Attachment 7.5 Vermont Tax Department Collection Agency Record Layouts Specifications.
  - 2.1.3.1. An ACH Credit transaction for all amount collected by the Agency on a monthly basis, at the same time the Tax Liability Payments transaction file is transmitted to the State.
- 2.1.4. All payments received on behalf of the State will be applied in accordance with applicable provisions of Vermont law and the Vermont Department of Tax policy.
- 2.1.5. Negotiate installment payment agreements, at its discretion, with such agreements not exceeding the State's standard installment agreement parameters without approval.
- 2.1.6. Settle tax liabilities in accordance with the terms of the contract.
- 2.1.7. Notify the State of any substantial changes to usual and customary written collection notices and correspondence, which notices, and correspondence must reference the State's case number.
- 2.1.8. Provide the State with real-time access to the Agency's collection activity to ensure the State is aware of payments made direct to the Agency, and action taken or having transpired with the Agency is managing the debt. This access will also help the State determine the feasibility of it taking its own independent administrative action.
- 2.1.9. Periodically provide training to ensure the Agency staff handling the State's debts are aware of confidentiality, disclosure, and safeguarding procedures related to the State's debts.

### 3. GENERAL REQUIREMENTS:

- 3.1. **PRICING:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that Bidder wishes the State to consider must be submitted for consideration. If applicable, all equipment pricing is to include F.O.B. delivery to the ordering facility. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State.
  - 3.1.1. Prices and/or rates shall remain firm for the initial term of the contract. The pricing policy submitted by Bidder must (i) be clearly structured, accountable, and auditable and (ii) cover the full spectrum of materials and/or services required.
  - 3.1.2. **Cooperative Agreements.** Bidders that have been awarded similar contracts through a competitive bidding process with another state and/or cooperative are welcome to submit the pricing in response to this solicitation.
  - 3.1.3. **Retainage.** In the discretion of the State, a contract resulting from this RFP may provide that the State withhold a percentage of the total amount payable for some or all deliverables, such retainage to be payable upon satisfactory completion and State acceptance in accordance with the terms and conditions of the contract.
- 3.2. **STATEMENT OF RIGHTS:** The State shall have the authority to evaluate Responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFP. The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.
  - 3.2.1. **Best and Final Offer (BAFO).** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, the State may invite Bidder(s) to provide a BAFO. The state reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process.
  - 3.2.2. **Presentation.** An in-person or webinar presentation by the Bidder may be required by the State if it will help the State's evaluation process. The State will factor information presented during presentations into the evaluation. Bidders will be responsible for all costs associated with providing the presentation.
- 3.3. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENTS:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), Bidders must comply with the following provisions and requirements.
  - 3.3.1. **Self Reporting:** For bid amounts exceeding \$250,000.00, Bidder shall complete the appropriate section in the attached Certificate of Compliance for purposes of self-reporting information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers. The State is requiring information on any violations that occurred in the previous 12 months.
  - 3.3.2. **Subcontractor Reporting:** For bid amounts exceeding \$250,000.00, Bidders are hereby notified that upon award of contract, and prior to contract execution, the State shall be provided with a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54). This requirement does not apply to subcontractors providing supplies only and no labor to the overall contract or project. This list **MUST** be updated and provided to the State as additional subcontractors are hired. A sample form is available online at <http://bgs.vermont.gov/purchasing-contracting/forms>. **The subcontractor reporting form is not required to be submitted with the bid response.**
- 3.4. **EXECUTIVE ORDER 05-16: CLIMATE CHANGE CONSIDERATIONS IN STATE PROCUREMENTS:**

For bid amounts exceeding \$25,000.00 Bidders are requested to complete the Climate Change Considerations in State Procurements Certification, which is included in the Certificate of Compliance for this RFP.

After consideration of all relevant factors, a bidder that demonstrates business practices that promote clean energy and address climate change as identified in the Certification, shall be given favorable consideration in the competitive bidding process. Such favorable consideration shall be consistent with and not supersede any preference given to resident bidders of the State and/or products raised or manufactured in the State, as explained in the Method of Award section. But, such favorable consideration shall not be employed if prohibited by law or other relevant authority or agreement.

- 3.5. **METHOD OF AWARD:** Awards will be made in the best interest of the State. The State may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given first to resident bidders of the state and/or to products raised or manufactured in the state, and then to bidders who have practices that promote clean energy and address climate change, as identified in the applicable Certificate of Compliance.
  - 3.5.1. **Evaluation Criteria:** Consideration shall be given to the Bidder's project approach and methodology, qualifications and experience, ability to provide the services within the defined timeline, cost, and/or success in completing similar projects, as applicable, and to the extent specified below.
  - 3.5.2. Preference will be given to any Agency that demonstrates ability to perform all aspects of receiving and sending files and electronic funds securely.
- 3.6. **CONTRACT NEGOTIATION:** Upon completion of the evaluation process, the State may select one or more bidders with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the State. In the event State is not successful in negotiating a contract with a selected bidder, the State reserves the option of negotiating with another bidder, or to end the proposal process entirely.
- 3.7. **COST OF PREPARATION:** Bidder shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.
- 3.8. **CONTRACT TERMS:** The selected bidder(s) will be expected to sign a contract with the State, including the Standard Contract Form and Attachment C as attached to this RFP for reference. If IT Attachment D is included in this RFP, terms may be modified based upon the solution proposed by the Bidder, subject to approval by the Agency of Digital Services.
  - 3.8.1. **Business Registration.** To be awarded a contract by the State of Vermont a bidder (except an individual doing business in his/her own name) must be registered with the Vermont Secretary of State's office <https://sos.vermont.gov/corporations/registration/> and must obtain a Contractor's Business Account Number issued by the Vermont Department of Taxes <http://tax.vermont.gov/> .
  - 3.8.2. The contract will obligate the bidder to provide the services and/or products identified in its bid, at the prices listed.
  - 3.8.3. **Payment Terms.** Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.
  - 3.8.4. **Quality.** If applicable, all products provided under a contract with the State will be new and unused, unless otherwise stated. Factory seconds or remanufactured products will not be accepted unless specifically requested by the purchasing agency. All products provided by the contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting these standards will be deemed unacceptable and returned to the contractor for credit at no charge to the State.
4. **CONTENT AND FORMAT OF RESPONSES:** The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of a Bidder's proposal. Bidders may include additional information or offer alternative solutions for the State's consideration. However, the State discourages overly lengthy and costly proposals, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this RFP.

4.1. The bid should include a Cover Letter and Technical Response and Price Schedule.

4.2. **COVER LETTER:**

- 4.2.1. Confidentiality. To the extent your bid contains information you consider to be proprietary and confidential, you must comply with the following requirements concerning the contents of your cover letter and the submission of a redacted copy of your bid (or affected portions thereof).
- 4.2.2. All responses to this RFP will become part of the contract file and will become a matter of public record under the State's Public Records Act, 1 V.S.A. § 315 et seq. (the "Public Records Act"). If your response must include material that you consider to be proprietary and confidential under the Public Records Act, your cover letter must clearly identify each page or section of your response that you consider proprietary and confidential. Your cover letter must also include a written explanation **for each marked section** explaining why such material should be considered exempt from public disclosure in the event of a public records request, pursuant to 1 V.S.A. § 317(c), including the prospective harm to the competitive position of the bidder if the identified material were to be released. Additionally, you must include a redacted copy of your response for portions that are considered proprietary and confidential. Redactions must be limited so that the reviewer may understand the nature of the information being withheld. It is typically inappropriate to redact entire pages, or to redact the titles/captions of tables and figures. Under no circumstances may your entire response be marked confidential, and the State reserves the right to disqualify responses so marked.
- 4.2.3. Exceptions to Contract Terms and Conditions. If a Bidder wishes to propose an exception to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions must be included in the cover letter to the RFP response. Failure to note exceptions when responding to the RFP will be deemed to be acceptance of the State contract terms and conditions. If exceptions are not noted in the response to this RFP but raised during contract negotiations, the State reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the proposal.
- 4.2.4. Briefly state the Agency's understanding of the proposal and work to be done and make a positive commitment to perform the work in an efficient and timely manner.
- 4.2.5. State that the proposal will be firm for acceptance within 120 calendar days from the deadline for submission or proposals.
- 4.2.6. State that if the proposal is accepted within 120 calendar days from the submission deadline, or any additional period as may be jointly agreed upon by the Agency and the State, the Agency will furnish any and all of the proposed services and products to the State at the prices shown in the Fee Schedule section.
- 4.2.7. Provide the name of each person who will be authorized to make representations for the Agency during the term of the contract, including their title, email address, mailing address, and telephone number.
- 4.2.8. State that the Agency is able to meet the technical requirements in Attachment 7.5 Vermont Tax Department Collection Agency Record Layouts Specifications.

4.3. **TECHNICAL RESPONSE.** In response to this RFP, a Bidder shall:

- 4.3.1. Provide details concerning your form of business organization, company size and resources.
- 4.3.2. Describe your capabilities and particular experience relevant to the RFP requirements.
- 4.3.2.1. Identify all current or past federal/state/provincial governments for which the Agency has done or is presently doing collection work. Provide a brief summary for the contract and/or type of work done for each government..
- 4.3.3. Identify the names of all subcontractors you intend to use, the portions of the work the subcontractors will perform, and address the background and experience of the subcontractor(s), as per RFP section 4.3.2 above.
- 4.3.4. List the general range of services provided by the Agency and explain in detail your collection and legal services.

- 4.3.5. Describe the Agency's technological capabilities to the State's work, including the number of personnel who will work on the State's debts.
- 4.3.6. Due to the extremely confidential nature of the data that would be entrusted to your care, please provide detailed description of your information/data security posture in regard to the safekeeping of this data. Include details of how the data is protected both from external breach and internal theft; a list of any security events with a description of all event responses; and date and outcome of the last Independent Verification and Validation conducted to test the security of your data and information.
- 4.3.7. Provide financial information sufficient to allow evaluation of the Agency's fiscal health (latest Annual Report, S & P rating, etc.). This information will be considered confidential if labeled or stamped accordingly.
- 4.3.8. Summarize the Agency's business history. Describe or list the jurisdictions in the Agency's business history. Describe or list the jurisdictions in which the Agency has/had authority or license to operate. List each jurisdiction in which the Agency has/had an office or employee. State the number of jurisdictions in which the Agency currently collects accounts.
- 4.3.9. Describe in detail the procedures undertaken by the Agency in order to collect the taxes due. If demand letters are used, include samples.
- 4.3.10. Describe the Agency's "skiptrace" services, including fees for such services (if not included in the general fee arrangement). State the fee that would be charged if the State requests skiptracing services for a debtor NOT assigned to the Agency.
- 4.3.11. Describe in detail what the Agency will require of the State during the collection process. Samples of forms to be completed by the State, during the collection process, must be included with the proposal. It is imperative that the Agency state precisely what will be required of the State in all areas.
- 4.3.12. Describe the Agency's policy concerning the authority to compromise with a debtor as well as arranging installment payment agreements.
- 4.3.13. Describe the Agency's procedure for assigning collectors and allocating payments when the Agency has two or more clients request collection from the same debtor.
- 4.3.14. Describe the Agency's ability to collect debts of debtors currently residing outside the United States (U.S.).
- 4.3.15. Describe the Agency's policy if it receives an overpayment.
- 4.3.16. Describe whether or not the Agency adheres to the Fair Debt Collection Practices Act and all other applicable state and local laws, rules and regulations pertaining to collection agencies. Describe the Agency's policy and procedures to assure compliance with the Act and for handling any complaints related thereto. Also submit a copy of the Agency's Code of Ethics as it relates to collection activities.
- 4.3.17. Describe how the Agency will report to the State, including how often and in what form remittance of collected funds will occur. State the Agency's policy and ability to electronically submit payments, detailed information to identify taxpayer's payment specificity, and other account information as provided for in Attachment 7.5 Vermont Tax Department Collection Agency Record Layouts Specification. Provide samples of all forms and reports that will be submitted to the State electronically.
- 4.3.18. Describe a detail plan and timeframes needed to test electronic file, records, and payment transfers that will confirm the Agency's readiness to meet the specifications detailed in Attachment 7.5 Vermont Tax Department Collection Agency Record Layouts Specification.
- 4.3.19. Describe how the State will have real-time access to the Agency's collection activity, which includes: Payments received; Action taken by the Agency; date Agency action was taken; debtor contact to the Agency; and date of debtor contact.
- 4.3.20. Describe the Agency's training for ensuring employees are aware of confidentiality, disclosure, and safeguarding procedures. Submit a copy of any training documents pertaining to these topics.
- 4.3.21. Describe the number of complaints and/or lawsuits involving the Agency's collection practices that have been filed against the Agency or with a Better Business Bureau or federal/state/provincial/local

enforcement Agency during the past three years. Disclose the status of those complaints and lawsuits, including details on both pending and closed complaints and lawsuits.

- 4.4. **REFERENCES.** Provide the names, addresses, and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names who can talk knowledgeably about performance.
- 4.5. **REPORTING REQUIREMENTS:** Provide a sample of any reporting documentation that may be applicable to the Detailed Requirements of this RFP.
- 4.6. **PRICE SCHEDULE:** Bidders shall submit their pricing information in the Price Schedule attached to the RFP.
  - 4.6.1. **First Placement Fee -** State the fee(s) that will be charged for collection services provided to the State for debts that have not been worked by another Agency (other than the State). Fees should be shown in detail and should cover all situations for which the company may bill the State. State whether the fee varies depending upon the size, age, or other condition of the debt and if so, provide a detailed description of the proposed fee arrangement.
  - 4.6.2. **Second Placement Fee -** Separately state the fee(s) that will be charged for collection services provided to the State for debts that have been worked by another Agency for twelve months with no results. Fees should be shown in detail and should cover all situations for which the company may bill the State. Indicate whether the fee varies depending upon the size, age or other condition of the debt and if so, provide a detailed description of the proposed fee arrangement.
  - 4.6.3. State how the Agency will customarily bill the State, i.e. billing frequency, sample invoice, etc.
  - 4.6.4. State the Agency understands that all funds collected by the Agency on behalf of the State must be electronically submitted in full by the Agency, not net of any fees.
  - 4.6.5. State acknowledgement that any payment issued by a debtor to the Agency, for payment of a State claim, that is returned due to insufficient funds, or for any other reason, will be the responsibility of the Agency to collect from the debtor.
- 4.7. **CERTIFICATE OF COMPLIANCE:** This form must be completed and submitted as part of the response for the proposal to be considered valid.

## 5. **SUBMISSION INSTRUCTIONS:**

- 5.1. **CLOSING DATE:** Bids must be received by the State by the due date specified on the front page of this RFP. Late bids will not be considered.
  - 5.1.1. The State may, for cause, issue an addendum to change the date and/or time when bids are due. If a change is made, the State will inform all bidders by posting at the webpage indicated on the front page of this RFP.
  - 5.1.2. There will not be a public bid opening. However, the State will record the name, city and state for any and all bids received by the due date. This information will be posted as promptly as possible following the due date online at: <https://www.vermontbusinessregistry.com>. Bidders are hereby notified to review the information posted after the bid opening deadline to confirm receipt of bid by the State. Any bidder that submitted a bid, and is not listed on the bid tabulation sheet, shall promptly notify the State Contact listed on the front page of this RFP. Should a bidder fail to notify the State Contact listed on the front page of this RFP within two weeks of posting the bid tabulation sheet, the State shall not be required to consider the bid.
- 5.2. **STATE SECURITY PROCEDURES: Please be advised extra time will be needed when visiting and/or delivering information to State of Vermont offices. All individuals visiting State offices must present a valid government issued photo ID when entering the facility.**
  - 5.2.1. State office buildings may be locked or otherwise closed to the public. If this RFP permits hand delivery of bids, delivery instructions will be posted at the entrance to the State facility. **Any delay caused by State Security Procedures will be at the bidder's own risk.**



**5.3. BID DELIVERY INSTRUCTIONS:**

5.3.1.ELECTRONIC: Electronic bids will be accepted.

5.3.1.1. E-MAIL BIDS. Emailed bids will be accepted. The State prefers to receive bids by email. Bids will be accepted via email submission to the State Contact named on the first page of this document. Bids must consist of a single email with a single, digitally searchable PDF attachment containing all components of the bid. Multiple emails and/or multiple attachments will not be accepted. There is an attachment size limit of 40 MB. It is the Bidder's responsibility to compress the PDF file containing its bid if necessary in order to meet this size limitation.

**5.4. U.S. MAIL OR EXPRESS DELIVERY OR HAND DELIVERY:**

5.4.1.All paper format bids must be addressed to the State of Vermont, Department of Taxes, 133 State Street, Montpelier VT 05633. BID ENVELOPES MUST BE CLEARLY MARKED 'SEALED BID' AND SHOW THE REQUISITION NUMBER AND/OR PROPOSAL TITLE, OPENING DATE AND NAME OF BIDDER.

**5.4.2.NUMBER OF COPIES:**

5.4.2.1. For bids submitted via mail, express, or in-hand, submit an unbound original (clearly marked as such) and five (5) paper copies and one digital copy in PDF, CD-ROM, or USB flash drive copy

**5.4.3. Paper Format Delivery Methods:**

5.4.3.1. U.S. MAIL: Bidders are cautioned that it is their responsibility to originate the mailing of bids in sufficient time to ensure bids are received and time stamped by the Office of Purchasing & Contracting prior to the time of the bid opening.

**5.4.3.2. EXPRESS DELIVERY:** If bids are being sent via an express delivery service, be certain that the RFP designation is clearly shown on the outside of the delivery envelope or box. Express delivery packages will not be considered received by the State until the express delivery package has been received and time stamped by the Office of Purchasing & Contracting.

5.4.3.3. HAND DELIVERY: **Hand carried bids will not be accepted.**

**6. BID SUBMISSION CHECKLIST:**

- ✓ Required Number of Copies
- ✓ Cover Letter
- ✓ Technical Response
- ✓ Redacted Technical Response, if applicable
- ✓ References
- ✓ Price Schedule
- ✓ Signed Certificate of Compliance

**7. ATTACHMENTS:**

7.1. Certificate of Compliance

7.2. Worker Classification Compliance Requirement; Subcontractor Reporting Form

7.3. Standard State Contract with its associated attachments, including but not limited to, Attachment C: Standard State Provisions for Contracts and Grants (December 15, 2017)

7.4. Project Calendar

7.5. Vermont Tax Department (VTD) Collection Agency (CA) Record Layouts Specification

**CERTIFICATE OF COMPLIANCE**

**For a bid to be considered valid, this form must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.**

- A. **NON COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, bidder understands that this paragraph might be used as a basis for litigation.
- B. **CONTRACT TERMS:** Bidder hereby acknowledges that is has read, understands and agrees to the terms of this RFP, including Attachment C: Standard State Contract Provisions, and any other contract attachments included with this RFP.
- C. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENT:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), the following provisions and requirements apply to Bidder when the amount of its bid exceeds \$250,000.00.

**Self-Reporting.** Bidder hereby self-reports the following information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers, that occurred in the previous 12 months.

Summary of Detailed Information	Date of Notification	Outcome

**Subcontractor Reporting.** Bidder hereby acknowledges and agrees that if it is a successful bidder, prior to execution of any contract resulting from this RFP, Bidder will provide to the State a list of all proposed subcontractors and subcontractors’ subcontractors, together with the identity of those subcontractors’ workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), and Bidder will provide any update of such list to the State as additional subcontractors are hired. Bidder further acknowledges and agrees that the failure to submit subcontractor reporting in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54) will constitute non-compliance and may result in cancellation of contract and/or restriction from bidding on future state contracts.

D. Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification

**Bidder certifies to the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):**

1. Bidder owns, leases or utilizes, for business purposes, space that has received:
- Energy Star® Certification
  - LEED®, Green Globes®, or Living Buildings Challenge<sup>SM</sup> Certification
  - Other internationally recognized building certification:

- 
2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder's place of business. Please explain:

- 
3. Please Check all that apply:
- Bidder can claim on-site renewable power or anaerobic-digester power ("cow-power"). Or bidder consumes renewable electricity through voluntary purchase or offset, provided no such claimed power can be double-claimed by another party.
  - Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.
  - Bidder's heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.
  - Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this? \_\_\_\_\_
  - Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..
  - Bidder offers employees an option for a fossil fuel divestment retirement account.
  - Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:

- 
4. Please list any additional practices that promote clean energy and take action to address climate change:
- 
- 
-

Bidder Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
E-Mail: \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_  
Signature of Bidder (or Representative) (Type or Print)

**END OF CERTIFICATE OF COMPLIANCE**

**SUBCONTRACTOR REPORTING FORM**

**This form must be completed in its entirety and submitted prior to contract execution and updated as necessary and provided to the State as additional subcontractors are hired.**

The Department of Buildings and General Services in accordance with Act 54, Section 32 of the Acts of 2009 and for total project costs exceeding \$250,000.00 requires bidders to comply with the following provisions and requirements.

Contractor is required to provide a list of subcontractors on the job along with lists of subcontractor's subcontractors and by whom those subcontractors are insured for workers' compensation purposes. Include additional pages if necessary. This is not a requirement for subcontractor's providing supplies only and no labor to the overall contract or project.

Subcontractor	Insured By		Subcontractor's Sub	Insured By

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax Number: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Failure to adhere to Act 54, Section 32 of the Acts of 2009 and submit Subcontractor Reporting: Worker Classification Compliance Requirement will constitute non-compliance and may result in cancellation of contract and/or forfeiture of future bidding privileges until resolved.

Send Completed Form to: VT Department of Taxes – Finance Division  
 133 State Street  
 Montpelier, VT 05633

**Attachment 7.3**

**STANDARD CONTRACT FOR SERVICES**

1. **Parties.** This is a contract for services between the State of Vermont, Department of Taxes (hereinafter called “State”), and \_\_\_\_\_, with a principal place of business in \_\_\_\_\_, (hereinafter called “Contractor”). Contractor’s form of business organization is \_\_\_\_\_. It is Contractor’s responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.

2. **Subject Matter.** The subject matter of this contract is services generally on the subject of delinquent tax and state debts collections. Detailed services to be provided by Contractor are described in Attachment A.

3. **Maximum Amount.** In consideration of the services to be performed by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$\_\_\_\_\_.00.

4. **Contract Term.** The period of Contractor’s performance shall begin on \_\_\_\_\_, 20\_\_ and end on \_\_\_\_\_, 20\_\_.

5. **Prior Approvals.** This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.

6. **Amendment.** No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.

7. **Termination for Convenience.** This contract may be terminated by the State at any time by giving written notice at least thirty (30) days in advance. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the State prior to the effective date of termination.

8. **Attachments.** This contract consists of nine pages including the following attachments which are incorporated herein:

Attachment A - Statement of Work

Attachment B - Payment Provisions

Attachment C – “Standard State Provisions for Contracts and Grants” a preprinted form (revision date 12/15/2017)

9. **Order of Precedence.** Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

- (1) Standard contract with attachment A and B
- (2) Attachment C (Standard Contract Provisions for Contracts and Grants)
- (3) Attachment 7.5

**WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT**

By the State of Vermont:

By the Contractor:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## ATTACHMENT A – STATEMENT OF WORK

The Contractor shall:

### DEFINITIONS

“Contractor” shall mean \_\_\_\_\_, its officers, attorneys, agents and assigns.

“State” shall mean the State of Vermont, Department of Taxes.

“Tax Liability” means a tax liability, including base tax and applicable interest (including any additional interest calculated by the Contractor), late filing fees, lien fees and penalties, due and owing to the State of Vermont, for which at least one notice requesting payment has been transmitted to the Debtor from the State.

“Debtor” means any individual, trust, estate, employer, corporation or other legal entity that is obligated to pay a tax liability or other debt owed to the State.

“Other Debt Owed to the State” means that any debt that the State of Vermont, Department of Taxes may be collecting on behalf of other Agencies and Departments within the Vermont Government.

### 2. RESPONSIBILITIES OF PARTIES

The Commissioner in the exercise of his or her discretion may certify to the Contractor the names and last known addresses of certain Debtors and will request the Contractor to collect delinquent taxes and/or other debt owed to the State owed by such Debtors.

Upon request of the Commissioner under this contract, the Contractor will provide a collection service to the State in the form of collecting delinquent taxes or other debt owed to the State from appropriate Debtors.

The Contractor shall provide the State with copies of the collection flow used and is required to notify the State of any substantial changes.

Prior to performance by the Contractor, the State shall have the right to approve the form of all usual and customary written collection notices and correspondence used by the Contractor for collecting a delinquent account. The Contractor will reference the State’s case number on all usual and customary written collection notices and correspondence. The Contractor is required to notify the State of any substantial changes to its usual and customary written collection notices and correspondence.

Except as otherwise expressly provided in this agreement, the Contractor will, upon receipt of an debt for the State, follow its usual and customary procedures for collecting a delinquent debt, as described in its Proposal dated \_\_\_\_\_ that the Contractor submitted to the State in response to the State’s Request for Proposal for Collection Services dated \_\_\_\_\_. This procedure shall include collection by the Contractor of continuing interest, penalties, and late fees on an account as authorized by the applicable provisions of Vermont law. The Contractor is required to notify the State of any substantial changes to its usual and customary procedures for collection a delinquent debt, as described in its Proposal dated \_\_\_\_\_.

Unless 1) the account has been fully paid or 2) is under a payment agreement in accordance with the terms of this contract or 3) the State has given its consent otherwise, all primary and secondary placement accounts referred to the Contractor shall be returned to the State 180 days after placement with the Contractor.

All payments made by a Debtor to the Contractor shall be applied in accordance with the applicable provisions of Vermont law and the State’s policy.



The Contractor shall provide greater focus on business debts where Trust Taxes (Sale Tax, Meals and Rooms Tax, Cannabis Excise Tax, and Withholding Tax) were collected and not remitted. The emphasis on these types of debt shall be payment in full whenever possible, as opposed to payment installments.

The Contractor may, in its discretion, agree to accept installment payments of any tax liability that meets the State's standard installment agreement parameters. The State's standard installment agreement parameters are as follows:

**Business debt, involving Trust Taxes collected but not remitted:** Payment in full is preferred. For sizeable debt, installment payments to satisfy balance may be made for a duration not longer than a 6-month period.

**Business debt, not involving Trust Taxes:** Installment payments to satisfy balance may be made for a duration not longer than a 12-month period.

**Individual debt:** Installment payments to satisfy balance may be made for a duration not longer than a 24-month period.

Any installment payment agreement exceeding the State's standard must have the State's approval. If such installment payment agreements extend beyond the termination of this contract, the payment provisions contained in Attachment B will continue to pertain to the account(s) covered by the payment agreements.

The Contractor may, in its discretion, settle any tax liability by accepting not less than 100 percent of the base tax and applicable interest, plus 50 percent of the total penalties, late fees and lien fees. The Contractor will not accept any further compromised settlement of a tax liability without the prior written consent of the State. Settlement authority with respect to other debt owed to the State shall be delineated in writing by the State at the time of referral.

Notwithstanding placement with the Contractor, the State may initiate legal proceedings against a Debtor in order to protect the ability of the State or the Contractor to collect upon an account. However, the Contractor will not initiate legal proceedings against a Debtor without the prior written consent of the State.

The Contractor will not assign or subcontract any collection services described in this agreement without the prior written consent of the State.

If an account that has been assigned to the Contractor becomes the subject of 1) a bankruptcy or 2) a probate proceeding or 3) a receivership or 4) a sale or refinancing of real estate within the State of Vermont belonging to the Debtor or 5) a request to release a Vermont Department of Taxes' lien, the Contractor shall immediately, upon discovery, cease all collection activity on the account and return the account, together with any information/documentation secured, to the State. Further, the Contractor shall cease collection activity and return any account to the State, together with any information/documentation secured, immediately upon receipt of a written request for it to do so from the State.

The Contractor shall notify the State in its electronic file of any Debtor demographic updates.

The Contractor shall provide real-time access to their system's record of collection activity, which includes payments made by the Debtor, describes actions taken, dates of such actions, Debtor contact details and associated Debtor contact dates.

The State may take independent administrative action against a debtor while the case is assigned to the Agency. These administrative actions include but are not limited to: offset of Federal and State refunds; rebate and vendor payment offsets; resolution of repeated trust tax debt; wage garnishment; or bank levy. Depending on the independent actions/seriousness of the case, the State may pull back the debt at its discretion.

The Contractor may accept payment in any form it wishes. Any payment issued by a debtor to the Contractor for payment of a State claim that is returned due to insufficient funds, or for any other reason, is the responsibility of the Contractor to collect from the debtor.

### 3. REPORTING AND REMITTING REQUIREMENTS

The Contractor agrees that all funds collected by the Contractor will be remitted to the State within twenty calendar days following the last day of each month in which the funds were collected from a Debtor. The Contractor will remit payments electronically at a frequency specified by the State, meeting the record layouts specifications described in the State's Request for Proposal for Collection Services dated \_\_\_\_\_, 7.5 Attachment.

The Contractor will send files in accordance with the frequency and records layout specifications described in the State's Request for Proposal for Collection Services dated \_\_\_\_\_, 7.5 Attachment.

The State will send files in accordance with the frequency and records layout specifications described in the State's Request for Proposal for Collection Services dated \_\_\_\_\_, 7.5 Attachment. The State will include in its files any balance change resulting from an adjustment the State made, newly accrued interest or penalty, or other similar actions, on a debt that has been referred to the Contractor.

The State will report electronically all direct payments the State receives that are subject to the payment provisions contained in Attachment B on accounts assigned to the Contractor.

The Contractor shall bill the State on a monthly basis for commissions earned, for any amounts actually collected during the preceding month, on accounts assigned to the Contractor. The State will review such bills and remit payment of the commission earned within 30 days after receiving the Contractor's bill.

## ATTACHMENT B – PAYMENT PROVISIONS

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products or services actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

1. Prior to commencement of work and release of any payments, Contractor shall submit to the State:
  - a. a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this contract; and
  - b. a current IRS Form W-9 (signed within the last six months).
2. Payment terms are **Net 30** days from the date the State receives an error-free invoice with all necessary and complete supporting documentation.
3. Contractor shall submit detailed invoices itemizing all work performed during the invoice period, including the dates of service, rates of pay, hours of work performed, and any other information and/or documentation appropriate and sufficient to substantiate the amount invoiced for payment by the State. This invoice shall also provide the following details: total amount paid to the Agency, total amount paid directly to the State, the placement rate, and the total commissions due for first placements, the same detail for second placements, and the grand total due. All invoices must include the Contract # for this contract.
4. Contractor shall submit invoices to the State in accordance with the schedule set forth in this Attachment B. Unless a more particular schedule is provided herein, invoices shall be submitted not more frequently than monthly.
5. Invoices shall be submitted to the State at the following address: [lee.gable@vermont.gov](mailto:lee.gable@vermont.gov), [tanya.perry@vermont.gov](mailto:tanya.perry@vermont.gov) and [aarin.sandridge@vermont.gov](mailto:aarin.sandridge@vermont.gov).
6. FEE SCHEDULE

For the collection services described in this contract, the State will pay the Contractor a fee of **XX percent** of the amount of tax liability or other debt owed to the state actually collected by the Contractor for primary placement accounts and **XX percent** of the amount of tax liability or other debt owed to the state actually collected by the Contractor for secondary placement accounts. Primary placement accounts are those that have not been worked by another contractor. Secondary placement accounts are those that have been worked by another contractor.

The aforementioned fees shall include all costs of collection incurred by the Contractor. Except as provided in the next six paragraphs, the Contractor shall be entitled to its full commission whether amounts are paid to the Contractor or directly to the State.

- A. If a payment is received by the State on an account within 20 calendar days of the debt being assigned to the Contractor, the Contractor will not receive a collection fee for this payment. Such payment will be deemed to have been collected by the State, rather than the Contractor.
- B. In the event the State offsets a Federal or State refund, or rebate, or vendor payment against the amount owed on an account that has been assigned to the Contractor, the State will notify the Contractor of the amount of the offset. The Contractor shall not be entitled to a fee on the offset amount. Such offsets will be deemed to have been collected by the State, rather than the Contractor.

- C. In the event payment is received as part of a lien payoff request the Contractor shall not be entitled to a fee on the payoff amount. Such payment will be deemed to have been collected by the State, rather than the Contractor.
  - D. In the event payment is received as part of a 3260 request, the Contractor shall not be entitled to a fee on the payoff amount. Such payment will be deemed to have been collected by the State, rather than the Contractor.
  - E. In the event payment is received as part of legal litigation, the Contractor shall not be entitled to a fee on the payment amount. Such payment will be deemed to have been collected by the State, rather than the Contractor.
  - F. In the event a payment type of wage garnishment or bank levy, initiated by the State's action, is received, the Contractor shall not be entitled to a fee on the payment amount. Such payment will be deemed to have been collected by the State, rather than the Contractor.
7. Except as otherwise provided, upon the return of an account to the State, no fees or charges will be billed to or paid by the State to the Contractor for services rendered by the Contractor in locating a defendant or for any amounts collected on such account by the State after the return of the account. However, the Contractor shall be entitled to its usual commission for any amounts actually collected by the Contractor prior to the return of the account.
8. If the Contractor has entered into an installment payment agreement with the Debtor prior to the return of that Debtor's account, the Contractor shall be entitled to its usual commission for any future amounts actually collected consistent with the installment payment agreement.

(End of Attachment B)

**ATTACHMENT C: STANDARD STATE PROVISIONS  
FOR CONTRACTS AND GRANTS  
REVISED DECEMBER 15, 2017**

**“Attachment C: Standard State Provisions for Contracts and Grants” (revision version dated December 15, 2017) constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>.**

## ATTACHMENT D

### OTHER CONTRACT PROVISIONS

Compliance With Other Laws: The Contractor agrees to comply with the requirements of all Federal and state laws relating to the disclosure of tax information and any other confidential information, including but not limited to the provisions of the United States Internal Revenue Code and Title 32 of the Vermont Statutes Annotated, and agrees that all its employees, agents and attorneys shall be bound thereby. The Contractor also agrees to comply with the requirements of Federal and State laws pertaining to fair debt collection practices and credit reporting, including but not limited to the United States Fair Debt Collections Practices Act, and the provisions of Title 9, Chapter 63 of the Vermont Statutes Annotated relating to Consumer Fraud and Fair Credit Reporting, and agrees that all its employees, agents and attorneys shall be bound thereby.

Prior Approval / Review of Releases: Any notices, information, pamphlets, press releases, research reports, or similar other publications prepared and released in written or oral form under this contract shall be approved/reviewed by the State prior to release by the Contractor.

Notice of Complaints and Legal Proceedings: The Contractor shall notify the State regarding all complaints it receives, written or oral, regarding the handling of any account referred to it by the State and regarding any legal proceedings filed against it in any court of law or regulatory body in any jurisdiction regardless of the basis of the cause of action.

Credit Reports: Contractor may obtain consumer credit reports of Debtors certified to it without the individual Debtor's consent. 9 V.S.A. §2480g (d). Contractor may only reveal to the credit bureau that information which is absolutely necessary to correctly identify the Debtor. All other Debtor and tax return information is confidential. 32 VSA §3102 and IRC §§6103, 7213 and 7431.

(End of Attachment D)

(End of Contract)

## 7.4 Attachment

# Project Calendar

<b><u>Milestone</u></b>	<b><u>Day/Date</u></b>
Issue RFP	<b>Monday, November 13, 2023</b>
Deadline for Follow-up Questions	<b>Friday, November 17, 2023</b>
Responses Distributed	<b>Wednesday, November 22, 2023</b>
Proposals Due	<b>Thursday, November 30, 2023</b>
Interviews with Finalists (if necessary)	<b>Monday, December 11, 2023 through Wednesday, December 20, 2023</b>
Committee Recommendation Finalized	<b>Friday, December 29, 2023</b>
Letter of Intent Issued	<b>Friday, January 12, 2024</b>
Contract Completed	<b>Friday, January 26, 2024</b>
Electronic File testing period	<b>Monday, January 29, 2024 through Friday, February 16, 2024</b>
Contract begin date	<b>Friday, March 1, 2024</b>

(End of 7.4 Attachment)

# Vermont Tax Department (VTD) Collection Agency (CA) Record Layouts Specification

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Version 5.0 – September 2023

**7.5.1. INTRODUCTION:** The Record Layouts Specification outlines the file layout requirements of VTD electronic file exchanges. The file exchange process will not include any direct connectivity to VTD's systems. The purpose of the file exchanges is to automate payment processing and account updates.

**7.5.2. TRANSMITTING FILES TO VTD:** The following rules apply.

7.5.2.1. FTP configuration. CA will place the applicable file onto VTD's Secure FTP server. The client software **MUST** support FTP over explicit TLS/SSL, this is sometimes called FTPES or FTPS. The client software **MUST** support TLSv1. The client software **MUST** support 'passive' transfer mode in a limited port range of 11100-11200.

7.5.2.2. CA access to VTD's Secure FTP server is only available to selected CA vendors using a userid and password that are assigned as needed.

7.5.2.3. VTD will also provide a Web Based method to upload monthly transactions. The browser software **MUST** support HTTP over SSL, often called HTTPS. The browser software **SHOULD** support the HTTP POST method to upload files. For enhanced functionality like large file uploading, the Java and/or Adobe Flash browser plug-in **SHOULD** be installed. The browser software **SHOULD** support JavaScript to enable the upload progress bar.

**7.5.3. FILES AND FREQUENCY TRANSMITTED TO VTD:**

7.5.3.1. Tax Liability Payments (CT900) – CA will create the tax liability payment transaction file once a month. The file will contain transactions processed from the first of the month to the end of the month. Files will be placed on the FTP site, no later than the first three business days of the month. If there are no transactions for that month, the file will be created with a trailer record only.

7.5.3.2. Settlement In Full – Weekly the CA will create a file to notify VTD of accounts and related amounts the CA has settled for lesser amount. Files will be placed on the FTP site, no later than Friday of every week. If there are no transactions for that week, the file will be created with a trailer record only.

7.5.3.3. Account Updates – Weekly the CA will create a file to notify VTD of any address and telephone number updates related to accounts the CA is managing for VTD. Files will be placed on the FTP site, no later than Friday every week. If there are no transactions for that week, the file will be created with a trailer record only.

**7.5.4. FILE PARAMETERS TRANSMITTED TO VTD**

7.5.4.1. Tax Liability Payments (CT900) transaction file

7.5.4.1.1. The name of the Tax Liability Payments transaction file will be "NNNYYYYMMDD.txt". "NNN" represents the CA id (a three character id assigned to each CA by VTD) and "YYYYMMDD" referring to the year, month, and day the transactions were processed (not batched). For those files containing records for multiple days, the date for the last day of the period will be used in the name.

7.5.4.1.2. The file and batch size of the Tax Liability Payments transaction file will consist of a single batch, with no maximum number of records. Each record in the file will appear



on a single line. Every transaction file will include a trailer record as the final record of the file.

7.5.4.1.2. Export File Layout of the Tax Liability Payments transaction file

**Tax Liability Payment (CT900)**

Field #	Name	Start	Length	Type	Justification	Pad char	Comments
1	DOCTYPE	1	10	AN	LEFT	SPACE	“CT900“
2	FILLER	11	31	AN	FULL	SPACE	Currently unused, blank fill
3	COLLECTION NUMBER	42	13	N	LEFT	SPACE	Case Number
4	AMOUNT PAID	55	13	N	RIGHT	ZERO	include cents, ex. 0000000010032 = \$100.32
5	TRANSACTION DATE	68	8	N	FULL		mmddyyyy – date of transaction
6	AGENCY	76	3	AN	FULL		“DEL”
7	EOF	79	1	AN	FULL		“**”

**Trailer Record**

Field #	Name	Start	Length	Type	Justification	Pad char	Comments
1	DOCTYPE	1	10	AN	LEFT	SPACE	“TRAILER“
2	NUMBER OF DOCS	11	10	N	RIGHT	ZERO	count of CT900 recs., do not count trailer record in total
3	AMT PAID TOTAL	21	14	N	RIGHT	ZERO	total of amount paid fields in CT900 records, include cents, ex. 00000000010032 = \$100.32
4	EOF	35	1	AN	FULL		“**”

7.5.4.2. Settlement In Full transaction file

7.5.4.2.1. The name of the Settlement In Full transaction file will be “NNNYYYYMMDD.txt”. “NNN” represents the CA id (a three character id assigned to each CA by VTD) and “YYYYMMDD” referring to the year, month, and day the transactions were processed (not batched). For those files containing records for multiple days, the date for the last day of the period will be used in the name.

7.5.4.2.2. The file and batch size of the Settlement In Full transaction file will consist of a single batch, with no maximum number of records. Each record in the file will appear on a single line. Every transaction file will include a trailer record as the final record of the file.

7.5.4.2.3. Export File Layout of the Settlement In Full transaction file

		Field Definition (COBOL format)	Field Description
1	OCA ID	X(08)	The user ID used by Vermont to uniquely identifies each OCA. This is OCA-XXX
2	Collect Key	X(18)	The collection key used in VTax to uniquely identifies the collection.
3	Account balance	S9(09)v99	The balance of the account

4	Amount of settlement	S9(09)v99	The dollar amount account was settled for
5	Abatement amount	S9(09)v99	The amount the State needs to abate.

#### 7.5.4.3. Account Updates transaction file

7.5.4.3.1. The name of the Account Updates transaction file will be “NNNYYYYMMDD.txt”. “NNN” represents the CA id (a three character id assigned to each CA by VTD) and “YYYYMMDD” referring to the year, month, and day the transactions were processed (not batched). For those files containing records for multiple days, the date for the last day of the period will be used in the name.

7.5.4.3.2. The file and batch size of the Account Updates transaction file will consist of a single batch, with no maximum number of records. Each record in the file will appear on a single line. Every transaction file will include a trailer record as the final record of the file.

#### 7.5.4.3.3. Export File Layout of the Account Updates transaction file

		Field Definition (COBOL format)	Field Description
1	OCA ID	X(08)	The user ID used by Vermont to uniquely identifies each OCA. This is OCA-XXX.
2	Debtor 1 Customer Key	X(18)	The customer key used by VTax to uniquely identify each debtor. Default value is spaces.
3	Debtor 1 Name	X(35)	Name of the debtor associated to the collection/debtor customer key combination. Can be a business or individual name. Default value is spaces.
4	Debtor 1 SSN/FEIN	X(09)	The Social Security Number or Federal ID number of the debtor associated to the collection. Default value is spaces.
5	Debtor 1 Address Line	X(35)	The first address line of the debtor associated to the collection. Default value is spaces.
6	Debtor 1 Address Line 2	X(35)	The second address line of the debtor associated to the collection. Default value is spaces.
7	Debtor 1 City	X(18)	The city of the debtor associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
8	Debtor 1 State	X(02)	The state or province of the debtor associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
9	Debtor 1 Zip	X(14)	The zip code of the debtor associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
10	Debtor 1 Phone Number 1	X(14)	The first phone number of the debtor associated to the collection. Default value is spaces.
11	Debtor 1 Phone Number 2	X(14)	The second phone number of the debtor associated to the collection. Default value is spaces. Generally, this is used for the fax number.
12	Debtor 2 Customer Key	X(18)	The customer key used by VTax to uniquely identify each debtor. Default value is spaces.
13	Debtor 2 Name	X(35)	Name of the debtor associated to the collection/debtor customer key combination. Can be a business or individual name. Default value is spaces.
14	Debtor 2 SSN/FEIN	X(09)	The Social Security Number or Federal ID number of the debtor associated to the collection. Default value is spaces.

		<b>Field Definition (COBOL format)</b>	<b>Field Description</b>
15	Debtor 2 Address Line	X(35)	The first address line of the debtor associated to the collection. Default value is spaces.
16	Debtor 2 Address Line 2	X(35)	The second address line of the debtor associated to the collection. Default value is spaces.
17	Debtor 2 City	X(18)	The city of the debtor associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
18	Debtor 2 State	X(02)	The state or province of the debtor associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
19	Debtor 2 Zip	X(14)	The zip code of the debtor associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
20	Debtor 2 Phone Number 1	X(14)	The first phone number of the debtor associated to the collection. Default value is spaces.
21	Debtor 2 Phone Number 2	X(14)	The second phone number of the debtor associated to the collection. Default value is spaces. Generally, this is used for the fax number.
22	PL1 SSN/FEIN	X(09)	The Social Security Number of the Personal Liable party associated to the collection. Default value is spaces.
23	PL1 Demographic Name	X(35)	Name of the Personal Liable party associated to the collection. Names have the format: last_name, first_name middle_initial, suffix.
24	PL1 Address Line 1	X(35)	The first address line of the Personal Liable party associated to the collection. Default value is spaces.
25	PL1 Address Line 2	X(35)	The second address line of the Personal Liable party associated to the collection being referred. Default value is spaces.
26	PL1 City	X(18)	The city of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
27	PL1 State	X(02)	The state or province of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
28	PL1 Zip	X(14)	The zip code of the Personal Liable party associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
29	PL1 Phone Number 1	X(14)	The first phone number of the Personal Liable party associated to the collection. Default value is spaces.
30	PL1 Phone Number 2	X(14)	The second phone number of the debtor associated to the collection. Default value is spaces. Generally, this is used for the fax number.
31	PL2 SSN/FEIN	X(09)	The Social Security Number of the Personal Liable party associated to the collection. Default value is spaces.
32	PL2 Demographic Name	X(35)	Name of the Personal Liable party associated to the collection. Names have the format: last_name, first_name middle_initial, suffix.
33	PL2 Address Line 1	X(35)	The first address line of the Personal Liable party associated to the collection. Default value is spaces.
34	PL2 Address Line 2	X(35)	The second address line of the Personal Liable party associated to the collection being referred. Default value is spaces.

		<b>Field Definition (COBOL format)</b>	<b>Field Description</b>
35	PL2 City	X(18)	The city of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
36	PL2 State	X(02)	The state or province of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
37	PL 2 Zip	X(14)	The zip code of the Personal Liable party associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
38	PL2 Phone Number 1	X(14)	The first phone number of the Personal Liable party associated to the collection. Default value is spaces.
39	PL2 Phone Number 2	X(14)	The second phone number of the Personal Liable party associated to the collection. Default value is spaces. Generally, this is used for the fax number.
40	PL3 SSN/FEIN	X(09)	The Social Security Number of the Personal Liable party associated to the collection. Default value is spaces.
41	PL3 Demographic Name	X(35)	Name of the Personal Liable party associated to the collection. Names have the format: last_name, first_name middle_initial, suffix.
42	PL3 Address Line 1	X(35)	The first address line of the Personal Liable party associated to the collection. Default value is spaces.
43	PL3 Address Line 2	X(35)	The second address line of the Personal Liable party associated to the collection being referred. Default value is spaces.
44	PL3 City	X(18)	The city of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
45	PL3 State	X(02)	The state or province of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
46	PL3 Zip	X(14)	The zip code of the Personal Liable party associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
47	PL3 Phone Number 1	X(14)	The first phone number of the Personal Liable party associated to the collection. Default value is spaces.
48	PL3 Phone Number 2	X(14)	The second phone number of the Personal Liable party associated to the collection. Default value is spaces. Generally, this is used for the fax number.
49	PL4 SSN/FEIN	X(09)	The Social Security Number of the Personal Liable party associated to the collection. Default value is spaces.
50	PL4 Demographic Name	X(35)	Name of the Personal Liable party associated to the collection. Names have the format: last_name, first_name middle_initial, suffix.
51	PL4 Address Line 1	X(35)	The first address line of the Personal Liable party associated to the collection. Default value is spaces.
52	PL4 Address Line 2	X(35)	The second address line of the Personal Liable party associated to the collection being referred. Default value is spaces.
53	PL4 City	X(18)	The city of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.

		<b>Field Definition (COBOL format)</b>	<b>Field Description</b>
54	PL4 State	X(02)	The state or province of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
55	PL4 Zip	X(14)	The zip code of the Personal Liable party associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
56	PL4 Phone Number 1	X(14)	The first phone number of the Personal Liable party associated to the collection. Default value is spaces.
57	PL4 Phone Number 2	X(14)	The second phone number of the Personal Liable party associated to the collection. Generally, this is used for the fax number.

### 7.5.5. COMMUNICATIONS FROM VTD TO CA

7.5.5.1. Information is sent to CA via VTD's Secure FTP server on a weekly basis. VTD will "drop" the information to the CA directory on the VTD's Secure FTP server. The CA will be responsible for "pulling" information from VTD's Secure FTP server through a Secure FTP client or VTD Secure FTP Web Based services.

7.5.5.2. There are three parts to the communications:

7.5.5.2.1. CA Detail File. A sequential file for each CA is created containing detail information about their cases. The file name is OCA\_ocaidd.yymmdd where ocaidd is Vermont's eight character user ID for each CA.

7.5.5.2.2. CA Control file: A control file for each CA is created containing control totals of the number of records and dollar amounts of the information contained in the OCA detail file. This file can be used for validation of the transmission process. The file name is OCA\_ocaidd\_control.yymmdd and is kept in the same directory as the CA detail file.

7.5.5.3. Important Definitions:

7.5.5.3.1. Case: Contains all the debt for an entity by location.

7.5.5.3.2. Location: Used to separate cases into Tax Department division of expertise. Currently there are two locations or divisions: business and personal income.

7.5.5.3.3. Debtor: a taxpayer who has outstanding debt.

7.5.5.3.4. Debt: An outstanding balance due for a taxpayer's filing period for a specific tax type.

7.5.5.3.5. CA: A collection agency identified as the responsible collector for a case.

7.5.5.4. CA Detail File

7.5.5.4.1. The OCA Detail file has two record layouts. The following field descriptions for both record types are provided in sql format and are documented in the order that they occur in the record layout.

7.5.5.4.2. Record Type '01' – Case Level Information contains summary information about each collection and debtor at an CA stage. One record type '01' record is created for each collection that is at an CA stage. If there are 2 debtors for the collection (e.g. Husband and Wife) the Record type 01 will have debtor 1 and debtor 2 information within the same record. Record Type '01' will provide up to 4 Personal Liability accounts including SSN/FEIN, name, address and phone numbers. In addition, up to 6 names of towns where liens have been filed will be included.

#### 7.5.5.4.3. Record Type '01' – Case Level Information Layout

#	Field Name	Field Definition (COBOL format)	Field Description
1	OCA ID	X(08)	The user ID used by Vermont to uniquely identifies each OCA. This is OCA-XXX
2	Record Type	X(02)	Indicates that this a collection level record. Value = '01'
3	Transaction Code	X(03)	Identifies the action that caused this record to be generated: '999'— total record
4	Location Code	X(06)	The location is always '000000'.
5	Collect Key	X(18)	The collection key used in VTax to uniquely identify the collection.
6	New Collection Indicator	X(1)	'Y' New collection else 'N' This describes if a new collection for the OCA in this extract file. If the same collection is in the last previously generated file, then the collection is marked as N.
7	Recall Collection Indicator	X(1)	'Y' Recall collection else 'N' Collections that were in OCA stage and included in the last previously generated file and then staged out of the OCA are included in the current file as recalled.
8	Transaction Amount	S9(09)V99	Contains the current balance of the collection.
9	Eligible Posted Payments	S9(09)V99	Contains the total posted payments subject to Agency Fee. These include the payments that have been received since the last previously generated file and posted to the collection.
10	Eligible Reversed Payments	S9(09)V99	Contains the total reversed payments subject to Agency Fee. These include the payments that have been reversed since the last previously generated file that were posted to the collection.
11	Debtor 1 Customer Key	X(18)	The customer key used by VTax to uniquely identify each debtor. Default value is spaces.
12	Debtor 1 Name	X(35)	Name of the debtor associated to the collection/debtor customer key combination. Can be a business or individual name. Default value is spaces.
13	Debtor 1 SSN/FEIN	X(09)	The Social Security Number or Federal ID number of the debtor associated to the collection. Default value is spaces.
14	Debtor 1 Address Line	X(35)	The first address line of the debtor associated to the collection. Default value is spaces.
15	Debtor 1 Address Line 2	X(35)	The second address line of the debtor associated to the collection. Default value is spaces.
16	Debtor 1 City	X(18)	The city of the debtor associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
17	Debtor 1 State	X(02)	The state or province of the debtor associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
18	Debtor 1 Zip	X(14)	The zip code of the debtor associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
19	Debtor 1 Invalid Address	X(01)	Y if invalid address indicator exists, N if no invalid address indicator exists.
20	Debtor 1 Phone Number 1	X(14)	The first phone number of the debtor associated to the collection. Default value is spaces.
21	Debtor 1 Phone Number 2	X(14)	The second phone number of the debtor associated to the collection. Default value is spaces. Generally, this is used for the fax number.
22	Debtor 2 Customer Key	X(18)	The customer key used by VTax to uniquely identify each debtor. Default value is spaces.

#	Field Name	Field Definition (COBOL format)	Field Description
23	Debtor 2 Name	X(35)	Name of the debtor associated to the collection/debtor customer key combination. Can be a business or individual name. Default value is spaces.
24	Debtor 2 SSN/FEIN	X(09)	The Social Security Number or Federal ID number of the debtor associated to the collection. Default value is spaces.
25	Debtor 2 Address Line	X(35)	The first address line of the debtor associated to the collection. Default value is spaces.
26	Debtor 2 Address Line 2	X(35)	The second address line of the debtor associated to the collection. Default value is spaces.
27	Debtor 2 City	X(18)	The city of the debtor associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
28	Debtor 2 State	X(02)	The state or province of the debtor associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
29	Debtor 2 Zip	X(14)	The zip code of the debtor associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
30	Debtor 2 Invalid address	X(01)	Y if invalid address indicator exists, N if no invalid address indicator exists
31	Debtor 2 Phone Number 1	X(14)	The first phone number of the debtor associated to the collection. Default value is spaces.
32	Debtor 2 Phone Number 2	X(14)	The second phone number of the debtor associated to the collection. Default value is spaces. Generally, this is used for the fax number.
33	PL1 SSN/FEIN	X(09)	The Social Security Number of the Personal Liable party associated to the collection. Default value is spaces.
34	PL1 Demographic Name	X(35)	Name of the Personal Liable party associated to the collection. Names have the format: last_name, first_name middle_initial, suffix
35	PL1 Address Line 1	X(35)	The first address line of the Personal Liable party associated to the collection. Default value is spaces.
36	PL1 Address Line 2	X(35)	The second address line of the Personal Liable party associated to the collection being referred. Default value is spaces.
37	PL1 City	X(18)	The city of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
38	PL1 State	X(02)	The state or province of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
39	PL1 Zip	X(14)	The zip code of the Personal Liable party associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
40	PL 1 Invalid Address	X(01)	Y if invalid address indicator exists, N if no invalid address indicator exists
41	PL1 Phone Number 1	X(14)	The first phone number of the Personal Liable party associated to the collection. Default value is spaces.
42	PL1 Phone Number 2	X(14)	The second phone number of the debtor associated to the collection. Default value is spaces. Generally, this is used for the fax number.
43	PL2 SSN/FEIN	X(09)	The Social Security Number of the Personal Liable party associated to the collection. Default value is spaces.
44	PL2 Demographic Name	X(35)	Name of the Personal Liable party associated to the collection. Names have the format: last_name, first_name middle_initial, suffix
45	PL2 Address Line 1	X(35)	The first address line of the Personal Liable party associated to the collection. Default value is spaces.

#	Field Name	Field Definition (COBOL format)	Field Description
46	PL2 Address Line 2	X(35)	The second address line of the Personal Liable party associated to the collection being referred. Default value is spaces.
47	PL2 City	X(18)	The city of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
48	PL2 State	X(02)	The state or province of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
49	PL 2 Zip	X(14)	The zip code of the Personal Liable party associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
50	PL 2 Invalid Address	X(01)	Y if invalid address exists, N if no indicator exists
51	PL2 Phone Number 1	X(14)	The first phone number of the Personal Liable party associated to the collection. Default value is spaces.
52	PL2 Phone Number 2	X(14)	The second phone number of the Personal Liable party associated to the collection. Default value is spaces. Generally, this is used for the fax number.
53	PL3 SSN/FEIN	X(09)	The Social Security Number of the Personal Liable party associated to the collection. Default value is spaces.
54	PL3 Demographic Name	X(35)	Name of the Personal Liable party associated to the collection. Names have the format: last_name, first_name middle_initial, suffix
55	PL3 Address Line 1	X(35)	The first address line of the Personal Liable party associated to the collection. Default value is spaces.
56	PL3 Address Line 2	X(35)	The second address line of the Personal Liable party associated to the collection being referred. Default value is spaces.
57	PL3 City	X(18)	The city of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
58	PL3 State	X(02)	The state or province of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
59	PL3 Zip	X(14)	The zip code of the Personal Liable party associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
60	PL 3 Invalid Address	X(01)	Y if invalid address indicator exists, N if no invalid address indicator exists
61	PL3 Phone Number 1	X(14)	The first phone number of the Personal Liable party associated to the collection. Default value is spaces.
62	PL3 Phone Number 2	X(14)	The second phone number of the Personal Liable party associated to the collection. Default value is spaces. Generally, this is used for the fax number.
63	PL4 SSN/FEIN	X(09)	The Social Security Number of the Personal Liable party associated to the collection. Default value is spaces.
64	PL4 Demographic Name	X(35)	Name of the Personal Liable party associated to the collection. Names have the format: last_name, first_name middle_initial, suffix.
65	PL4 Address Line 1	X(35)	The first address line of the Personal Liable party associated to the collection. Default value is spaces.
66	PL4 Address Line 2	X(35)	The second address line of the Personal Liable party associated to the collection being referred. Default value is spaces.



#	Field Name	Field Definition (COBOL format)	Field Description
67	PL4 City	X(18)	The city of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
68	PL4 State	X(02)	The state or province of the Personal Liable party associated to the collection. Default value is spaces. Addresses are normalized using standard US Postal criteria.
69	PL4 Zip	X(14)	The zip code of the Personal Liable party associated to the collection being referred. Default value is spaces. Addresses are normalized using standard US Postal criteria.
70	PL 4 Invalid Address	X(01)	Y if invalid address indicator exists, N if no invalid address indicator exists
71	PL4 Phone Number 1	X(14)	The first phone number of the Personal Liable party associated to the collection. Default value is spaces.
72	PL4 Phone Number 2	X(14)	The second phone number of the Personal Liable party associated to the collection. Generally, this is used for the fax number.
73	Lien Town 1	X(35)	We will send up to 6 unique lien towns per collection
74	Lien Town 2	X(35)	We will send up to 6 unique lien towns per collection
75	Lien Town 3	X(35)	We will send up to 6 unique lien towns per collection
76	Lien Town 4	X(35)	We will send up to 6 unique lien towns per collection
77	Lien Town 5	X(35)	We will send up to 6 unique lien towns per collection
78	Lien Town 6	X(35)	We will send up to 6 unique lien towns per collection
79	OCA Placement	X(1)	Indicates if this case is in its first or second placement with an OCA. Values are '1' for first placement and '2' for second placement. For Delta, all previous cases were at '2'.

7.5.5.4.4. Record Type '02' is for Debt Summary. The Record Type 02 contains bill item information for each collection at the CA stage, including if a bill item has a lien or a judgment.

**7.5.5.4.5. Record Type '02' – Debt Summary Layout**

#	Field Name	Field Definition (COBOL format)	Field Description
1	OCA ID	X(08)	The user ID used by Vermont to uniquely identify each OCA. This is OCA-XXX
2	Record Type	X(02)	Indicates that this a collection level record. Value = '02'
3	Transaction Code	X(03)	Identifies the action that caused this record to be generated: '999'— total record
4	Location Code	X(06)	The location is always '000000'.
5	Collect Key	X(18)	The collection key used in VTax to uniquely identify identifies the collection.
6	Bill Item Key	X(18)	The Bill Item Key used by VTax to uniquely identify each debt.

#	Field Name	Field Definition (COBOL format)	Field Description
7	Debt Type	X(03)	The account type of the debt. 'ABD' – Abandon Bottle Deposit 'BFT'—Bank Franchise Tax 'BIT'—Business Income Tax 'CIT' —Corporate Income Tax 'CET' – Cannabis Excise Tax 'CPT'—Captive Insurance tax 'CTT' —Cigarette and Tobacco Tax 'FGR'—Fuels Gross Receipts Tax 'FIT'—Fiduciary Income Tax 'FTT' —Fire Training Tax 'HCC'—Health Care Contribution 'HCT'—Health Care Tax 'HSD'—Homestead Declaration (Homeowner School Property) 'HWT'—Hazardous Waste Tax 'IPT'—Insurance Premiums Tax 'LGT'—Land Gains Tax 'LUC'—Land Use Change Tax 'MRT'—Meals and Rooms Tax 'MVB'—Malt and Vinous Beverage Tax 'OAD'—Other Agency Debt 'PIT'—Personal Income Tax 'PTT'—Property Transfer Tax 'RCT'—Railroad Company Tax 'RRC'—Renter Rebate 'SCT'—Solar Energy Capacity Tax 'SLT'—Surplus Lines Tax 'SUT'—Sales and Use Tax 'SWT'—Solid Waste Tax 'TGR'—Telephone Gross Receipts Tax 'TPP'—Telephone Property Tax 'USC' – Universal Service Charge 'WEF'—Wind Tax 'WHT'—Withholding Tax
8	FTI Indicator (Formerly Debt Indicator)	X(01)	'N'= No FTI in tax record. 'Y' = FTI in tax record
9	Client Reference	X(18)	The date range of the bill item filing period in the format YYYYMMDD-YYYYMMDD.
10	Debt Origination Id	X(14)	The customer id associated with the debt from customer level. Default value is spaces. Format is xxxxxxxxD-nn where xxxxxxxx (9 characters) is either the SSN or FEIN, D identifies whether xxxxxxxx is an SSN (S) or FEIN (F) and nn is the VTax profile number.
11	Period	X(08) YYYYMMDD	The filing period information for the debt. Format is YYYYMMFF. Where MM is the <b>ending</b> month of the filing period, FF is the <b>number of months</b> in the filing period, and YYYY is the year of the filing period.
12	Principal Amount	S9(09)v99	The balance on the bill item.
13	Late Pay Penalty Amount	S9(09)v99	The balance on the bill item.*
14	Interest Amount	S9(09)v99	The balance on the bill item*
15	Other Amount	S9(09)v99	The balance on the bill item.

#	Field Name	Field Definition (COBOL format)	Field Description
16	Late File Penalty Amount	S9(09)v99	The balance on the bill item.*
17	Net Balance	S9(09)v99	The net balance on the bill item
18	Statute of Limitation Date	X(08) YYYYMMDD	The statute of limitations date for the debt.
19	Referral Date	X(08) YYYYMMDD	The date the bill item was included in the collection.
20	Reason Code	X(04)	Code used to indicate the reason that the debt is delinquent. Default value is spaces. NFIL – Non-filed return NGCK – No good check NOPY – No payment PPAY – Partial payment NASS – Not assigned <i>one of the above reasons</i> .
21	LIEN INDICATOR	X(01)	'Y' if period has a lien, else 'N'
22	JUDGMENT INDICATOR	X(01)	'Y' if period has a judgment, else 'N'

#### 7.5.5.5. CA Control File

7.5.5.5.1. The control file for each CA is in a format of a report which contains control totals for the number of records and amounts of the information contained in the CA Detail file. This file can be used for validation of the transmission process.

7.5.5.5.2. Control file details. Column 1 contains the control total description. Column 2 is '='. Column 3 contains the amount or number. A row will exist with a value of zero if no records of that type exist in the CA Detail file.

Ocaid File Control Totals For mm/dd/yy hh:mi:ss

```

-----
Number of 01 records      =      2
Number of 02 records      =      1

Number of type 999 trans   =     26

Sum of type 01 999 tran amounts =  227.00
Sum of type 02 999 tran amounts =  226

```

(End of 7.5 Attachment)

