

# **MARION COUNTY**

# **REQUEST FOR PROPOSALS**

# FI1658-25

for

### **Debt Collection Services**

Release Date: 06/05/2025

Questions Due: 06/11/2025 02:00 PM PST

Offer Due Date: 06/26/2025 02:00 PM PST

Submit questions and responses via the Marion County Procurement Collaboration Portal

https://contracts-marioncountygcc.msappproxy.net/gateway/

Electronic copies of this RFP and attachments, if any, can be obtained from the Marion County Procurement Collaboration Portal at the URL listed above.

### 1. Log Into the Procurement Collaboration Portal

- a. Go to the Marion County Procurement Collaboration Portal which can be found at: <u>https://contracts-marioncountygcc.msappproxy.net/gateway/</u>
- b. Sign In or Create an Account
- c. <u>Creating an account MUST be completed 15-30 minutes before files will be able to be</u> <u>submitted through the portal.</u>

### 2. Solicitations Tab

- a. At the top of the page, hover over **Solicitations**
- b. Select Search All Solicitations
- c. Click **View** next to the applicable solicitation

### 3. **Opportunity Details**

- a. *Viewing Documents* Scroll down the page to the Files, Documents, Images section, Public Files: subsection. Here you will find all of the relevant files.
- b. *Submitting a Question* If you would like to submit a question, scroll down the page to the Questions & Answers section. Type your question in the My Questions/Answers text box and click the Ask Question box.
- c. *Register as Respondent* If you are interested in responding to the posting, click the button Register as Respondent on the left side of the screen.
- d. *Submitting Documents* If you would like to submit a response to this posting, scroll down the page to the Files, Documents, Images section, My Files: subsection. Here you will Select a file, select a File Category, and type a description before clicking the Save File button.
- e. *Response Status* Once you have registered as a respondent and submitted documents, scroll to the bottom of the page to the Response Status section and select the appropriate status for your submission, then click Submit.