

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

ADDENDUM No. 2
July 27, 2016

Your reference is directed to File No. X 3000005888 P, Solicitation No. 3000005888 scheduled to be opened at 10:00 A.M. CT on August 10, 2016 for Collection of Adult Offender Legally Mandated Fees and Telephone Reporting.

The following changes are to be made to the referenced solicitation:

Refer to RFP, Section 1.5 Proposal Response Format, I. Exhibits to be Provided by Proposers, Exhibit 5:

Currently reads: Exhibit 5 – Call Reporting Procedures

Changed to read: Exhibit 5 – Telephone Reporting Procedures

Refer to RFP, Attachment E General Requirements/Deliverables Collection Services, Section 2. Performance Requirements

Add 2.1.5 The Contractor shall send a first class US Mail notice to the offender whenever a new offender account is created.

Written inquires received and State answers are attached.

This addendum is hereby officially made a part of the referenced proposal.

ACKNOWLEDGMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgment by mail to: Office of State Procurement, P.O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgment at any time. Failure to execute an Acknowledgment shall not relieve the Proposer from complying with the terms of its proposal.

Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening in a sealed envelope marked with the file number, the proposal opening date and time either by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time.

Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision: _____

For: _____ By: _____

Written inquiries received and State answers

GENERAL

Question 1.

Will there be an opportunity for contractors to offer follow-up questions regarding the responses to the first round of questions?

Answer: No. See Section 1.7.2 Proposer Inquiry Periods in the RFP.

Question 2. The RFP specifies that the contractor's only source of funding for the collection program is a per transaction fee paid by the offender when making a payment. This single source of payment must fund the entire collection service program. If the DPS&C allows payments to be made by offenders through methods outside of this program (with no revenue for the primary contractor), that will depreciate the revenue of the contractor and its ability to fund the program as a whole. This would create a situation where the contractor is performing work specific to delinquent offenders with no resulting revenue if payment is made through an alternate means. Will the DPS&C confirm that all offender payments must be made through the collections service without exception unless approved by the contractor?

Answer: DPS&C will continue to seek new and more innovative ways of collecting money from offenders. If DPS&C chooses to pilot a new method, the current Contractor will be given the opportunity to participate in the pilot. If DPS&C then decides to pursue this method, the State will initiate an RFP.

Question 3. Does the collection program solution need to be completely silo-ed with its own database and program interfaces completely separated from the contractor's other agency client programs (per section 2.2) including:

- payment website
- program payment phone number
- management website (for DPS&C users)
- database and client accounts
- use of agency client ID as a unique identifier

Answer: It does not need to be silo-ed, but will need to separate the information for viewing and reporting as well as administrative functions. No other agency can have access without DPS&C approval.

Question 4. PART III: EVALUATION (Page 33)

Due to the substantial operational requirements for these programs, would DPS&C consider reducing the points for the Financial Proposal (currently 50%) and increasing the points for the Technical Proposal (currently 50%) to 25% and 75%, respectively?

Answer: The evaluation structure will remain the same as indicated in the RFP.

Question 5. ATTACHMENT E: COLLECTION SERVICES Section 2.1 Offender Assignments (page 60)

This and other sections describe data files from the DPS&C that will be used to manage offender data and account information for the program. Will the contractor be responsible for modifying, testing and implementing changes in the contractor interface as needed at no cost to the State if the DPS&C case management or accounting systems require a data format or interface change?

Answer: Yes.

ATTACHMENT E: COLLECTION SERVICES Section 2.3.4 & 2.3.5 (page 63)

Question 6. These sections of the RFP require the contractor to make calls and/or mail notices to offenders with delinquent accounts. DPS&C does not specify the quantity or schedule for these contacts. As these contacts are vital to the program and are costly for the contractor, would DPS&C

consider adding a minimum requirement of four (4) first class US Mail notices per year and eight (8) phone contacts per year for a delinquent offender? We are concerned that a proposal offering two (2) mailed contacts per year vs. a proposal offering four (4) mailed contacts per year would potentially receive a similar number of Technical Proposal points even though the cost to the contractor offering more mailed notices would be double that of the other proposer. Having specifically stated minimum requirements in this area helps to level the scoring.

Answer: No changes will be made to the RFP requirements at this time.

Question 7. When new accounts are created in the DPS&C's information system the offender needs to be aware of their payment obligations and the methods of payment. Are contractors required to send a first class US Mail notice to the offender whenever a new offender account is created as per current operating procedure?

Answer: Yes. See Specification change in this Addendum.

Question 8. Is the contractor responsible for shipping all returned mail to the 21 District offices each month as per current operating procedure? Does the return address for outgoing mail need to be in the State?

Answer: 1) No, as long as the Contractor's database captures the return mail and can be viewable by the 21 Districts. 2) No, the return address for outgoing mail does not need to be in Louisiana.

Question 9. Is the contractor required to have a history of all calls and letters available to agents online as per current operating procedure?

Answer: Yes. Agents must be able to review calls made to offenders and letters that were sent to offenders.

ATTACHMENT E: COLLECTION SERVICES Section 2.4 (page 63)

Question 10. This section describes money order and cashier's check payments. Are there cases where the contractor is required to accept a payment WITHOUT assessing the per transaction fee (i.e., when the payment amount does not exceed the transaction fee amount) as per current operating procedure?

Answer: No. The Contractor will be able to collect fee (payment from offender) no matter the amount paid.

Question 11. Does the P.O. Box for all mail-in payments need to be in the State for political purposes as per current operating procedure?

Answer: No.

Question 12. Are contractors required to provide and distribute pre-printed payment remittance envelopes for money order and cashier's check payments (vs. having offenders print their own voucher form) as per current operating procedure? Is the contractor required to accept a mail-in payment with no voucher form or envelope as per current operating procedure?

Answer: It is not required. However, this is the method currently used. The Contractor must have a way to identify offender, amount of the payment, and the payee and distribute that payment to the payee. The Proposer may offer another method that will be scored according to services proposed.

Question 13. Are contractors required to return non-acceptable payments (i.e., personal checks) to offenders via first class US Mail as per current operating procedure?

Answer: The contractors are required to return non-acceptable payments however, it does not have to be by first class mail.

Question 14. Does the DPS&C require the contractor to process all payments received each day on the day of receipt without exception as per current operating procedure?

Answer: Yes. See RFP Attachment E, 2. Performance Requirements, Section 2.5.1.

Question 15. Is the contractor required to alert the supervising agent whenever correspondence is included a mailed-in payment as per current operating procedure?

Answer: It is not required.

Question 16. Does the system need to be able to allocate funds programmatically to multiple accounts per DPS&C policies when a single payment is processed and the offender has multiple delinquent accounts as per current operating procedure? Does DPS&C need a method of manually allocating funds across accounts in some cases as per current operating procedure? Does DPS&C need to have a method of overriding the standard allocation policy rules using either a per offender or per payment method as per current operating procedure?

Answer: Yes. DPS&C will provide business rules to the successful Proposer outlining who is paid first (order of payment). DPS&C must be able to make changes in business rules per each offender account.

ATTACHMENT E: COLLECTION SERVICES Section 5 Reporting Requirements (page 67)

Question 17. Does the contractor need to alert the supervising Agent in a report when an offender on warrant status either makes a payment or contacts the program call center or automated phone line as per current operating procedure?

Answer: Yes. See RFP Attachment E, 5. Reporting Requirements, Section 5.9.

Question 18. Is the reporting system required to automatically distribute reports in an automated manner rather than requiring a user to login and run reports manually as per current operating procedure?

Answer: It is not required.

Question 19. ATTACHMENT E: COLLECTION SERVICES

Several sections of the RFP describe the distribution of checks to victims and/or other agencies. Please confirm/clarify the following:

- Confirm that the single transaction fee for a \$10.00 payment is the only compensation owed the contractor even if the contractor must divide that \$10.00 payment into ten (10) \$1.00 checks mailed by first class US Mail to ten (10) different victims. **Answer:** Yes, only one transaction fee even if multiple accounts. Refer to RFP Section 1.2 Definitions, W. Transaction and Attachment D, Fee Schedule.
- Confirm that the contractor must separate daily payments into a wire going to DPS&C (per section 2.5.1) and those to be disbursed to victims. **Answer:** Confirmed.
- Confirm that the contractor must distribute checks to victims and/or other agencies within 14 days of payment. **Answer:** Confirmed.
- Confirm that disbursement checks need to expire in 180 days and need to be re-issued if a victim's address is incorrect or if a victim needs a new check. **Answer:** Confirmed.
- Confirm that the contractor is responsible for sending funds from uncashed disbursement checks to the State's Department of Revenue as unclaimed funds and that the contractor has no legal right to these funds. **Answer:** Confirmed.

Question 20. Reference RFP in entirety.

a. Please provide the incumbent vendor's last two monthly invoices for all services provided within the existing contract.

Answer: See Attachment A included as part of this Addendum No. 2.

b. Please provide the anticipated award date of the contract.

Answer: It is the State's intent for the contract to begin November 30, 2016.

Question 21. Reference RFP Section 1.1, page 5

"...the Division is seeking a telephone reporting system...that will be designed to supervise low levels of offenders who are on minimum and medium supervision."

and RFP Section 1.1.2., page 6.

"DDP reserves the right to implement all or part of the contract...DPP may choose to implement the Telephone Reporting at a later date, if DDP determines this is a method of supervision they wish to pursue."

a. Is the DDP committed to awarding a contract for a Telephone Reporting Service or is this a yet-to-be-determined service they will possibly include at a later date?

Answer: See RFP Section 1.1.2, 5th paragraph, 2nd sentence, "DPP may choose to implement the Telephone Reporting at a later date, if the DPP determines that this is a method of supervision they wish to pursue."

Question 22. Reference RFP Section 1.5 (I), Exhibits to be Provided by Proposer, page 11.

This section states that proposers must provide an "Exhibit 5—Call Reporting Procedures"; however, no other instructions are given.

a. Please provide more direction and/or instructions as to what content is to be provided within "Exhibit 5—Call Reporting Procedures", and in what format it is to be provided.

Answer: Exhibit 5 refers to Telephone Reporting procedures. Refer to Attachment F, Telephone Reporting Services. See Specification change in this Addendum.

Question 23. Reference RFP Section 2.6.2, page 30.

"[Proposer will provide]... Information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three (3) years)."

a. Documents evidencing financial stability are often several hundred pages in length. To eliminate voluminous proposal documents, please confirm that proposers may include this information in electronic form.

Answer: Yes, however it must be on an external device.

Question 24. Reference RFP Section 2.6.3, page 31.

a. Does the existing vendor currently utilize a veteran owned or Hudson initiative subcontractor?

Answer: Yes.

b. If the answer is yes, at what capacity?

Answer: The current vendor uses a Louisiana company to print envelopes used by offenders to mail in their payments.

c. If the answer is yes, please provide the name(s) of such companies.

Answer: The company is Gary Hauser Press, LLC located in Harahan, La.

Question 25. Reference RFP Attachment E, General Requirements/Deliverables Collections Services, (section in entirety), page 58.

a. Please provide the approximate number of fee transactions that are conducted on an annual basis.

Answer: See Attachment B included as part of this Addendum No. 2.

b. What is the breakdown of transactions annually between cash, debit card, e-checks, money orders, and major credit cards?

Answer: E-checks are accepted, but none have been received. See Attachment B included as part of this Addendum No. 2.

Question 26. Reference RFP Attachment E, Section 2.3.4, page 63.

"The Contractor must attempt to achieve maximum recovery of each offender case using techniques which shall include...telephone calls"

a. Approximately how many outbound calls to offenders are conducted on an annual basis?

Answer: Estimated 180,000 per year for all offenders combined.

Question 27. Reference RFP Attachment E, Section 2.6.1, page 64.

"The Contractor must operate a national, toll-free telephone call center for acceptance of calls and inquiries from offenders and DPS&C staff regarding payments Monday through Friday from 7:00 a.m. to 7:00 p.m., (Central Time Zone) excluding Federal holidays."

a. Please provide the approximate number of inbound phone calls that are received on the inquiry phone line on an annual basis.

Answer: That information is not available to DPS&C.

Question 28. Reference RFP Attachment F, Telephone Reporting Services, (section in entirety), page 72.

a. How often will offenders check in to the telephone reporting system?

Answer: Once per month.

Question 29. Reference RFP Attachment F, Section 2.8.2, page 82.

"The Contractor and each of the Contractor's employees assigned to the contract must have a security clearance approved by the Department in order to provide service under the contract."

a. Please provide the cost of each security clearance.

Answer: To obtain this information, contact Louisiana State Police, Bureau of Criminal Identification and Information at (225)-925-6095 or mail request to P.O. Box 66614 A-6, Baton Rouge, LA 70896.

b. Please describe the requirements an applicant must meet in order to be granted a security clearance.

Answer: To obtain this information, contact Louisiana State Police, Bureau of Criminal Identification and Information at (225)-925-6095 or mail request to P.O. Box 66614 A-6, Baton Rouge, LA 70896.

c. How long does the application and approval process for a security clearance take?

Answer: To obtain this information, contact Louisiana State Police, Bureau of Criminal Identification and Information at (225)-925-6095 or mail request to P.O. Box 66614 A-6, Baton Rouge, LA 70896.

ATTACHMENT A to Addendum No. 2 – May

Date	Payments		Allocated to Agency		Wired / Transferred Amt	Allocated to Disbursements		Transaction Fees	
	Qty	Amt	Qty	Amt		Qty	Amt	Qty	Amt
5/1/2016	372	\$ 37,103.05	635	\$ 36,067.51	\$ -	86	\$ 7,065.97	372	\$ 2,046.00
5/2/2016	1,514	\$ 195,600.63	1,663	\$ 124,368.67	\$ 122,351.29	347	\$ 60,262.20	1,509	\$ 6,808.50
5/3/2016	736	\$ 106,001.68	880	\$ 68,900.07	\$ 124,368.67	153	\$ 34,071.23	730	\$ 3,687.65
5/4/2016	1,084	\$ 122,118.82	1,339	\$ 97,339.03	\$ 68,900.07	246	\$ 33,717.90	1,081	\$ 4,826.30
5/5/2016	342	\$ 44,685.08	449	\$ 36,379.12	\$ 97,339.03	106	\$ 12,458.43	342	\$ 1,928.25
5/6/2016	1,663	\$ 175,494.93	1,741	\$ 125,267.70	\$ 36,379.12	266	\$ 27,685.65	1,656	\$ 7,049.40
5/7/2016	100	\$ 10,933.29	141	\$ 12,235.50	\$ -	25	\$ 3,470.39	100	\$ 550.00
5/8/2016	110	\$ 15,030.53	140	\$ 11,933.37	\$ -	28	\$ 3,097.16	110	\$ 613.70
5/9/2016	1,621	\$ 176,062.50	1,631	\$ 126,474.47	\$ 149,436.65	177	\$ 24,498.98	1,619	\$ 6,710.00
5/10/2016	194	\$ 24,176.17	533	\$ 37,156.75	\$ 126,474.47	83	\$ 9,093.59	194	\$ 1,069.90
5/11/2016	844	\$ 107,674.89	914	\$ 68,993.69	\$ 37,156.75	228	\$ 27,243.61	831	\$ 3,631.35
5/12/2016	578	\$ 75,275.33	921	\$ 74,351.94	\$ 68,993.69	192	\$ 22,060.20	573	\$ 2,665.30
5/13/2016	628	\$ 81,624.85	733	\$ 59,704.98	\$ 74,351.94	138	\$ 19,245.10	626	\$ 2,911.70
5/14/2016	86	\$ 9,948.10	111	\$ 8,723.96	\$ -	28	\$ 2,785.06	86	\$ 477.35
5/15/2016	98	\$ 12,071.70	120	\$ 8,538.41	\$ -	34	\$ 3,598.29	98	\$ 540.45
5/16/2016	1,040	\$ 145,767.68	1,110	\$ 97,345.28	\$ 76,967.35	203	\$ 44,413.84	1,036	\$ 4,399.00
5/17/2016	480	\$ 71,217.21	638	\$ 56,768.21	\$ 97,345.28	162	\$ 26,669.91	479	\$ 2,218.65
5/18/2016	539	\$ 70,987.62	629	\$ 53,805.44	\$ 56,768.21	123	\$ 18,398.46	537	\$ 2,453.80
5/19/2016	462	\$ 57,673.44	540	\$ 44,591.08	\$ 53,805.44	103	\$ 13,079.87	456	\$ 2,093.85
5/20/2016	217	\$ 25,559.01	351	\$ 25,209.08	\$ 44,591.08	78	\$ 5,665.02	217	\$ 1,194.95
5/21/2016	501	\$ 63,140.42	462	\$ 33,324.83	\$ -	69	\$ 20,359.87	500	\$ 2,147.00
5/22/2016	84	\$ 10,514.10	102	\$ 7,819.76	\$ -	24	\$ 2,694.34	84	\$ 462.00
5/23/2016	156	\$ 20,764.26	303	\$ 21,694.93	\$ 66,353.67	71	\$ 5,966.11	156	\$ 859.45
5/24/2016	1,095	\$ 175,027.43	1,093	\$ 108,554.19	\$ 21,694.93	210	\$ 58,381.01	1,090	\$ 4,559.35
5/25/2016	466	\$ 77,130.22	544	\$ 41,442.59	\$ 108,554.19	127	\$ 37,312.05	464	\$ 2,122.80
5/26/2016	691	\$ 86,403.19	744	\$ 70,458.66	\$ 41,442.59	95	\$ 12,102.19	688	\$ 2,997.95
5/27/2016	761	\$ 102,055.51	848	\$ 75,631.06	\$ 70,458.66	182	\$ 25,960.79	758	\$ 3,487.70
5/28/2016	140	\$ 16,954.43	192	\$ 14,344.43	\$ -	31	\$ 3,148.36	140	\$ 778.70
5/29/2016	103	\$ 12,527.25	118	\$ 9,116.92	\$ -	26	\$ 3,410.33	103	\$ 579.55
5/30/2016	153	\$ 16,436.75	177	\$ 12,450.76	\$ -	34	\$ 3,985.99	153	\$ 841.50
5/31/2016	1,060	\$ 143,310.89	1,095	\$ 94,161.74	\$ 111,543.17	275	\$ 35,247.89	1,054	\$ 4,723.00
Monthly Total	17,918	\$ 2,289,270.96	20,897	\$ 1,663,954.21	\$ 1,655,276.25	3,978	\$ 607,149.79	17,842	\$ 81,335.10
Program Total	614,026	\$ 75,227,807.87	721,479	\$ 52,296,985.22	\$ 52,202,823.48	147,099	\$ 22,645,549.03	610,022	\$ 2,773,632.60

ATTACHMENT A to Addendum No. 2 – June

Date	Payments		Allocated to Agency		Allocated to Disbursements		Transaction Fees	
	Qty	Amt	Qty	Amt	Qty	Amt	Qty	Amt
6/1/2016	954	\$ 111,747.04	1,436	\$ 103,354.82	243	\$ 32,349.43	951	\$ 4,763.75
6/2/2016	454	\$ 51,424.49	682	\$ 49,024.75	132	\$ 10,117.31	454	\$ 2,502.80
6/3/2016	1,056	\$ 114,500.78	1,118	\$ 82,208.04	189	\$ 21,973.17	1,055	\$ 5,008.50
6/4/2016	209	\$ 25,142.46	279	\$ 20,332.85	60	\$ 5,071.61	209	\$ 1,164.00
6/5/2016	157	\$ 17,614.30	207	\$ 15,177.82	35	\$ 2,436.48	157	\$ 864.95
6/6/2016	2,168	\$ 223,874.93	2,130	\$ 145,729.31	405	\$ 50,198.35	2,155	\$ 9,073.00
6/7/2016	996	\$ 114,210.05	1,018	\$ 81,619.21	129	\$ 16,608.25	990	\$ 4,336.25
6/8/2016	1,075	\$ 143,274.98	1,321	\$ 110,015.62	189	\$ 36,370.19	1,072	\$ 4,613.35
6/9/2016	777	\$ 88,894.83	839	\$ 58,491.94	161	\$ 21,172.41	776	\$ 3,486.35
6/10/2016	671	\$ 71,404.70	1,247	\$ 87,107.05	237	\$ 19,376.67	668	\$ 3,081.45
6/11/2016	124	\$ 12,666.90	176	\$ 13,012.43	37	\$ 3,663.60	124	\$ 690.70
6/12/2016	94	\$ 11,604.06	100	\$ 8,711.00	34	\$ 2,893.06	94	\$ 519.90
6/13/2016	1,031	\$ 145,330.92	1,083	\$ 86,423.60	210	\$ 53,272.27	1,023	\$ 4,335.00
6/14/2016	489	\$ 94,868.24	711	\$ 66,889.65	147	\$ 36,727.41	488	\$ 2,235.35
6/15/2016	837	\$ 86,718.86	826	\$ 62,003.66	119	\$ 18,137.48	832	\$ 3,591.90
6/16/2016	533	\$ 77,385.57	677	\$ 55,218.35	120	\$ 23,496.00	531	\$ 2,404.45
6/17/2016	620	\$ 83,015.92	743	\$ 63,548.83	173	\$ 20,498.56	618	\$ 2,827.10
6/18/2016	101	\$ 14,011.98	125	\$ 9,671.17	62	\$ 5,107.03	101	\$ 556.95
6/19/2016	55	\$ 5,933.24	64	\$ 4,648.63	12	\$ 1,284.61	55	\$ 302.50
6/20/2016	877	\$ 109,167.34	911	\$ 78,510.13	178	\$ 23,949.66	874	\$ 3,767.50
6/21/2016	170	\$ 20,645.66	350	\$ 24,606.03	78	\$ 5,777.18	163	\$ 873.90
6/22/2016	484	\$ 53,590.49	511	\$ 41,639.05	94	\$ 11,268.71	483	\$ 2,146.35
6/23/2016	376	\$ 47,168.35	487	\$ 37,065.63	114	\$ 12,272.84	374	\$ 1,729.75
6/24/2016	570	\$ 77,505.72	617	\$ 46,088.23	126	\$ 23,227.25	569	\$ 2,634.35
6/25/2016	79	\$ 8,091.85	106	\$ 7,715.30	19	\$ 1,374.55	79	\$ 437.40
6/26/2016	73	\$ 8,365.37	89	\$ 6,396.54	17	\$ 1,968.83	73	\$ 404.40
6/27/2016	690	\$ 84,341.83	734	\$ 52,163.59	171	\$ 32,329.89	688	\$ 2,985.95
6/28/2016	836	\$ 108,023.28	930	\$ 83,752.54	168	\$ 20,200.08	830	\$ 3,627.40
6/29/2016	-	\$ -	-	\$ -	-	\$ -	-	\$ -
6/30/2016	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Monthly Total	16,556	\$ 2,010,522.14	19,517	\$ 1,501,125.77	3,659	\$ 515,122.88	16,486	\$ 74,965.25
Program Total	630,582	\$ 77,238,330.01	740,996	\$ 53,798,110.99	150,758	\$ 23,160,671.91	626,508	\$ 2,048,597.85

ATTACHMENT B to Addendum No. 2

	MONEY ORDERS LOCK BOX PRIMARY		MONEY ORDERS LOCK BOX VICTIM		ON - LINE DEBIT - CREDIT		PHONE DEBIT - CREDIT		WALK UP CASH - MONEY ORDER DEBIT - CREDIT	
	PAYMENTS		PAYMENTS		PAYMENTS		PAYMENTS		PAYMENTS	
MONTH 2016-17										
JULY	8809	494	3585	2014	140					
AUGUST	7276	499	3608	1897	106					
SEPTEMBER	9964	553	3581	1894	96					
OCTOBER	8718	611	3907	2142	116					
NOVEMBER	8273	551	3614	1835	105					
DECEMBER	8187	498	3510	1874	104					
JANUARY	7719	505	3933	1867	138					
FEBRUARY	10535	770	4790	2587	152					
MARCH	9924	626	4324	2383	129					
APRIL	9225	601	4246	2242	127					
MAY	10694	674	4233	2219	98					
JUNE	10086	530	3870	1977	85					
TOTAL EACH	109410	6912	47201	24931	1396					QUESTION 25B
TOTAL ALL				TOTAL PAYMENTS	189850					QUESTION 25A
DISBURSEMENT				TOTAL DISBURSED	43000					