

# TCC RFP COMMITTEE MEETING MINUTES

## 1/14/2010

### **In Attendance:**

George Safin  
Peggy Gillespie  
Jim Morrison  
Margaret Graham  
Becky Maruca  
Dan Watson

### **Not In Attendance:**

Jim Meyer  
Joe Koluder  
Dave Amatangelo

### **Review of Timeline**

The committee agreed to the following revised timeline:

12/16/09 – 2/22/10	Develop RFP/TCA (Tax Collectors Agreement)
2/23/10	Present RFP/TCA to Full TCC
3/23/10	Seek Final RFP/TCA Approval from Full TCC
4/1/10	Issue RFP
5/15/10	RFP Response Due
5/16/10 – 6/21/10	Evaluate Proposals, Schedule Interviews, Site Visits
6/22/10	Present Preliminary Tax Collector Selection to Full TCC
6/23/10 – 7/26/10	Finalize Tax Collector Appointment Resolution
7/27/10	Adopt Tax Collector Appointment Resolution by Full TCC
8/24/10	2 <sup>nd</sup> Opportunity to Adopt Tax Collector Appointment Resolution by Full TCC (incase quorum is not present on 7/27/10)
8/25/10 – 9/15/10	Finalize Tax Collectors Agreement <ul style="list-style-type: none"><li>»Sign Tax Collector Agreement</li><li>»Within 10 Days of Appointment, Notify DCED</li></ul>
9/16/10 – 12/31/11	Transition to New County-Wide EIT Collection
1/1/11	Act 32 County-Wide EIT Collection <u>Option</u> Begins
1/1/12	Act 32 County-Wide EIT <u>Mandatory</u> Collection Begins

This timeline will be presented to the entire TCC at the January 26<sup>th</sup> meeting for approval.

### **Pre-qualification Mailing**

After receiving positive feedback from legal council, the committee agreed to develop a pre-qualification mailing based on the best practices model provided by DCED. The committee would like for legal council to review this sample mailing prior to sending it out to potential service providers.

## **Review of RFP's**

The committee reviewed two sample RFP's, one provided by Pennsylvania School Business Officials (PASBO) and one by the Department of Community and Economic Development (DCED). The committee agreed that the sample provided by DCED was more thorough and decided to use it to assist in the development of the Request for Proposal (RFP).

The committee recommends having the effective date of countywide EIT collections begin 1/1/2012. We will check with legal council to see if the 1/1/2011 alternative date must be included.

The committee will attempt to have a more customized working version of the sample RFP in a word document format by the next meeting.

Appendix C, EIT Countywide Collection History and EIT/PIT Countywide Tax Rates have been completed and updated to excel. We will email the EIT/PIT Countywide Tax Rates provided by DCED to Mary Perez, TCC Secretary, to forward to the entire county for review and updating.

Per the committee's timeline, it is our goal to provide the entire RFP/TCA to the entire TCC by February 23<sup>rd</sup> for review so that a vote can be taken at the March 23<sup>rd</sup> meeting to approve both documents.

## **Discussion on Tax Collectors Agreement (TCA)**

The committee discussed paying an outside agency to provide a sample TCA for the committee to work from. The committee decided that rather than pay an outside agency, it would work from the sample TCA provided by DCED. The committee will attempt to have legal counsel review this sample agreement prior to the next meeting.

## **Next Meeting Tentative Agenda**

- Review Sample Pre-qualification Mailing
- Review Sample TCA
- Follow-up on:
  - Are we required to give 2011 countywide tax collection option
  - When will we have the TCC website up and running

## **Next Meeting Date**

January 20, 2010 at 2PM