

TCC RFP COMMITTEE MEETING MINUTES

3/31/2010

In Attendance:

Becky Maruca
Margaret Graham
Peggy Gillespie
Dave Amatangelo
George Safin
Jim Meyer
Dan Watson
Lawrence J. Maiello

Not In Attendance:

Jim Morrison
Joe Koluder

Review Tax Collectors Agreement (TCA)

Lawrence Maiello led the committee through a review of the proposed TCA. He highlighted certain areas of the proposed language, reviewed language options and addressed questions from the committee. He will finalize the TCA and send it to the committee for final review.

RFP Advertisement

A sample copy of the proposed RFP advertisement was reviewed by the committee. The committee gave approval for the final version to be sent to Mary Perez for advertisement. It will be noted in the advertisement that RFP's will be available electronically through the TCC website at www.westmorelandcountytcc.org. Hardcopies of the RFP will be mailed to Keystone Municipal Collections, Berkheimer Tax Administrator, Central Tax Bureau of Pennsylvania, Inc., Jordan Tax Service and Pennsylvania Municipal Services.

Pre-proposal Conference

A mandatory pre-proposal conference will be held at the GLSD Administration Building on April 15th, 2010 at **1 PM**. This is a change in time from the originally scheduled time of 2 PM. The committee members will meet that day at 12:30 to review any last second items. Legal counsel will be available for this meeting date and will provide an outline of suggested items to cover at this conference.

Criteria for Selection

The committee members reviewed this form and made recommendations on the weighting of each of the award criteria. A copy of the proposed ranking is attached for review.

Website Update

The website is up and running. It is noted in the advertisement, as well as, within the RFP. Dan will email Jennifer Callahan the final RFP and addendums as soon as they are finalized by legal counsel.

Other

It was noted that the RFP due date originally listed in the proposal was May, 15th, which is a Saturday. The committee approved changing this date to May 14th at 2 PM (same time). Dan will email Lawrence and Falco to make this change in the final RFP.

It was also requested that the pre-proposal conference time be changed from 2 PM to 1 PM on April 15th. The committee approved this change and Dan will email Lawrence and Falco to make this change in the final RFP.

Dan will email Lawrence and Falco to include the website address of www.westmorelandcountytcc.org in the final RFP everywhere where it is currently noted as website only.

Lawrence will be available for the April 15th pre-proposal conference and will provide and outline of items that should be reviewed.

Dan will mail hardcopies to the following tax collection agencies:

Keystone Municipal Collections, Berkheimer Tax Administrator, Central Tax Bureau of Pennsylvania, Inc., Jordan Tax Service and Pennsylvania Municipal Services

Dan will email Mary Perez the RFP legal advertisement for the newspapers.

Next Meeting Date

The next meeting date will be the pre-proposal conference on April 15th at 1 PM.