

TCC RFP COMMITTEE MEETING MINUTES 6/10/2010

In Attendance:

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

Not In Attendance:

Jim Morrison

Review RFP Technical Responses

Prior to the meeting, each committee member was assigned various sections of the technical submittals to review and was to report back at this meeting. A summary report, along with several attachments, was distributed to the entire committee for review. We reviewed the technical submittal summary, specifically Part II, Sections 1 – 3v and Section 8; with each committee member reviewing the sections they were assigned. After each section was reviewed, open dialog took place. Additional questions were generated from these discussions, which were added to our running list for vendor response.

We did not get through all of Part II, Section 3, or Sections 4-7. Our goal will be to complete the review of the entire technical submittal summary at the next meeting.

Review of Weighted Scoring Sheet

We did not get to this sheet. The group has reviewed it several times already and has come to a tentative agreement on the weighted scoring; however, we will review it again at the next meeting.

Updated List of Questions

We will update our list of questions based on the dialog that occurred during this meeting. A tentative list will be sent to legal counsel for review prior to sending to the entire committee for final approval. In addition to the list of questions,

legal counsel will provide a "Sample Charges to Delinquent Taxpayers" worksheet that we can request each vendor complete to see how their delinquent taxpayer schedule of fees will impact TCC delinquent taxpaying residents. Finally, legal counsel will supply a summary of observations and questions for each of the vendors pertaining to the objections to Part II, Section 8 dealing with the tax collector agreement. Once all the documents have been compiled and reviewed by the entire committee, they will be sent to the vendors for response by June 21st. These responses will be shared with the entire RFP committee at our next meeting on June 22nd. Following that meeting, the committee will consider inviting vendors for interviews.

Next Meeting Date

The next meeting date is scheduled for June 22nd from 4:30 to 6:30 PM at Greensburg Salem Middle School.