

WESTMORELAND COUNTY TAX COLLECTION COMMITTEE SOLICITOR RFP SUBCOMITTEE MEETING

A meeting of the Solicitor Request for Proposal (RFP) Subcommittee of the Westmoreland County Tax Collection Committee (TCC) was held on December 9, 2009 at 10:00 AM at the Westmoreland Bar Association, located at 129 North Pennsylvania Avenue Greensburg, PA.

The meeting was called to order by the Chairman, John Wilson, at 10:07.

The following members of the subcommittee were present:

Mr. John Wilson Mr. Jeffrey Miller Ms. Eileen Navish Mr. Dallas Leonard

The following member of the subcommittee was absent:

Mr. Michael O'Barto

No members of the public were in attendance

The subcommittee reviewed a draft of an RFP prepared by Mr. Miller and an RFP used by an Allegheny County Tax Collection Committee. Using these two documents, the committee agreed on an RFP document to be used for the solicitation of proposals from local law firms. A copy of the RFP is attached to these minutes.

Next, the subcommittee developed a timeline for accepting proposals from various firms. A draft of the RFP will be completed by Mr. Wilson by January 8, 2010 and distributed to the other subcommittee members for review. Any suggested changes will be made and the RFP distributed to the full TCC by January 18, 2008, and the final RFP draft will be approved by the full TCC on January 26, 2010

The subcommittee next decided on a process to distribute the RFP to local firms. Initially, the subcommittee members will submit names of firms with which they are familiar. Then the subcommittee will place informational advertisements with both the Westmoreland County and Allegheny County Bar Associations.

The Subcommittee then established an evaluation process for any proposals received. Mr. Miller will develop an evaluation rubric based on the qualifications, cost, and the relevant experience of the firms. This rubric will be used by each individual subcommittee member to rank the firms in order. The individual rankings will be blended into an overall ranking that will be used to determine which firms are interviewed. After the interview process, a recommendation will be made to the full TCC.

The timeline for the evaluation process is as follows:

- RFP Issued by January 29, 2010
- RFP Responses Due by February 19, 2010
- Responses Evaluated by February 26, 2010
- Interviews Completed by March 12, 2010
- TCC Notified of Recommendation by March 15, 2010
- TCC Approves Solicitor on March 23, 2010

The subcommittee did not set a date for its next meeting and the meeting was adjourned at 11.15 AM.

ADDITIONAL NOTE:

Subsequent to this meeting the subcommittee was instructed by Mr. Joseph Koluder, the TCC president to alter its timeline to allow the Committee to select at Solicitor at its February 26, 2010 meeting. Below is the revised timeline:

- RFP Issued by January 8, 2010
- RFP Responses Due by January 28 , 2010
- Responses Evaluated by February 5, 2010
- Interviews Completed by February 12, 2010
- TCC Notified of Recommendation by February 15, 2010
- TCC Approves Solicitor on February 23, 2010