

## **TCC RFP COMMITTEE MEETING MINUTES 3/4/2010**

### **In Attendance:**

George Safin  
Joe Koluder  
Jim Meyer  
Margaret Graham  
Dave Amatangelo  
Dan Watson  
Lawrence J. Maiello  
Falco A. Muscante

### **Not In Attendance:**

Jim Morrison  
Peggy Gillespie  
Becky Maruca

### **Review RFP – RFP Protest Procedures**

The committee agreed that this section be deleted from our proposal. Per legal counsel, there is nothing in the Act that requires us to have this language.

### **Review RFP – Criteria for Selection**

A sample copy of the Criteria for Selection was distributed. Dan will email and electronic copy to all members. It was requested that each committee member completes this sample form prior to the next meeting, so discussion can occur and a final rating can be agreed too.

### **Review RFP – Addition of Nuisance Tax Collections**

Legal Counsel will propose language for the addition of nuisance tax collections as an option to the RFP.

### **Review RFP – Addition of 1/1/2011 Early Entry Option**

Legal Counsel will propose language for the addition of the early entry option to the RFP.

### **Review RFP – Highlight Other Changes**

- Pre-proposal conference – the committee agreed to have a pre-proposal conference on April 15<sup>th</sup> at 2 PM and to make it mandatory.
- Deadline to submit questions – the committee agreed to the April 22<sup>nd</sup> deadline to submit questions.

- Deadline for responses – the committee agreed to the April 29<sup>th</sup> deadline to respond to questions
- Cost submittal – the committee agreed to add the following language to the RFP:
  - What additional amount will you charge, if any, if the TCC requires an SAS 70 audit? If there is an extra charge, please specify the amount as a lump sum amount and alternatively as an additional percent collection commission amount.
  - What fee reduction amount will you provide, if any, if the TCC allows your firm to retain investment earnings on all tax funds? Solely on funds transferred to tax collectors for other jurisdictions? Please specify the amount as a lump sum amount and alternatively as a reduction in the percent collection commission.
  - What fee reduction amount will you provide, if any, if the TCC does not require a separate financial institution account for funds held as tax collector for the TCC and instead allows commingling of tax collector funds held for various jurisdictions? Please specify the amount as a lump sum amount and alternatively as a reduction in the percent collection commission.

The committee agreed to delete the proposed language for a lump sum payment option.

- Payment distributions – the committee agreed to the following language:
  - Explain and provide samples of reports to taxing authorities and timing and distribution of tax funds, including any changes to your procedures that will be implemented as part of complying with Act 32. Are you willing to provide distributions to taxing authorities more frequently than required by act 32? Weekly distributions? What is the most frequent distribution system you could accommodate?
- Record keeping/backup – the committee agreed to have legal counsel propose additional language to be added to the RFP to clarify our request for data warehousing of our information for security and transitional purposes. The following language will be **amended**:
  - Explain your procedures for back-up of records to avoid data loss. Do you have an emergency response continuity of operations plan? If so, please explain and provide a copy of any written policies.
- Billing process – the committee agreed to the following language:
  - Explain your proposed billing procedures for collecting agreed upon payment rate from each of the governmental taxing bodies falling under the issuing entity.

## **Pre-qualification mailing**

The committee agreed to scrap this idea.

## **Website Update**

George noted that the next meeting date of the website committee is March 15<sup>th</sup>. The committee is moving forward with SYF out of Burrell and hopes to have the website link and email addresses available prior to the April 1<sup>st</sup> RFP mailing date.

## **Other**

The committee updated Part I-8, Pre-proposal conferences, to reference Part I-2 for meeting location.

The committee is going to email legal counsel the entire RFP with all attachments for their review and recommendations.

Several of the areas that were highlighted at our meeting that they will pay specific attention to are as follows:

- They will propose language for the RFP and TCA pertaining to delinquent tax collections as they relate to collection from employers
- They will propose language to add under page 15, B., 1, b. requesting information on what other TCC's the vendor will be submitting proposals too
- They will propose additional language to our current language pertaining to record keeping and the backup of records for greater clarity
- They will add language pertaining to sample reports
- They will propose language for the addition of the nuisance tax collection option, as well as, reference the DCED website
- They will propose language for the addition of the early entry option and what fees may be associated with this option
- They will review the entire TCA and propose language changes/additions/deletions

Legal counsel will email the proposed language changes back to the RFP committee for review prior to March 13<sup>th</sup>. Dan will distribute the revised language to the entire RFP committee electronically for review and feedback prior to the full TCC meeting scheduled for March 23<sup>rd</sup>.

## **Next Meeting Date**

There is no meeting scheduled prior to the full TCC meeting scheduled on March 23<sup>rd</sup>.

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