

TCC RFP COMMITTEE MEETING MINUTES 6/22/2010

In Attendance:

Becky Maruca
Margaret Graham
Peggy Gillespie
Jim Meyer
Jim Morrison
Joe Koluder
Dan Watson
Falco Muscante

Not In Attendance:

Diane Heming
Dave Amatangelo
George Safin

Finish Review RFP Technical Responses

The committee completed its final review of technical submittal responses.

Review Responses to List of Questions

The responses by Berkheimer, Centax and Keystone were distributed to the committee members for review and comment at the next scheduled meeting.

Review Responses to TCA Agreement Objections

The responses by Berkheimer, Centax and Keystone were distributed to the committee members for review. They were also distributed to legal counsel for review and feedback at the next scheduled meeting.

Review Responses to Delinquent Taxpayer Sample Situation

The responses by Berkheimer, Centax and Keystone were distributed to the committee members for review. They were also distributed to legal counsel for review and feedback at the next scheduled meeting.

Review Weighted Scoring Sheet

Several concerns were raised pertaining to the scoring sheet being more heavily weighted towards the technical pieces of the proposals. Because it was agreed that the weighting should be more heavily weighted to the costing piece of the proposal, the form will be revised.

A recommendation was made and supported to remove #11 (Price to Collect) from this format and only use this sheet to rank the technical submittals. The cost submittal will be based on each proposal overall cost to the TCC and will be ranked separately and weighted at a higher percentage than the technical pieces.

It was also recommended and supported that the format for the weighted scoring sheet be simplified. We will eliminate the weighting piece of the form and instead rank each section 1 – 5, with 5 being the highest. At the end, each committee member will total all of their rankings for each piece of the technical submittal by proposal with the highest number being the favored response.

The revised form has been attached for your review.

Other

An updated costing submittal evaluation sheet was distributed for review. In addition to this sheet and alternate was presented that assumed 10% of collections being delinquent. These different scenarios were presented in an attempt to confirm the lowest proposal.

Schedule Next Meeting Date

The next two meetings have been scheduled for Tuesday, June 29th at 1 PM and Wednesday July 14th at 1 PM. Both meeting locations will be at the Greensburg Salem Middle School.

The plan is to invite those collectors that we are interested in obtaining more information from to the July 14th meeting for 1 hour interviews. These interviews will most likely take up much of the afternoon.

Please do your best to attend the next two meetings because decisions will need to be made.