

## **Request for Qualifications and Proposals**

### **The RFQ will be reviewed for the following;**

- explain why you believe your organization is best suited to provide a solution to the delinquent property tax collection concerns of the county,
- provide a brief description of your organization, years of service, professional affiliations, awards, principals, etc.,
- define your collection process and reporting techniques inclusive of all available networks, example, PDF, spreadsheet, phone solicitation, letter writing etc.,
- list any public entity, private company or municipality that you have performed collection activities for in the past five (5) years,
- professional collection practices must adhere to all applicable state and local laws, please state if your company or any of its principals or employees were ever cited for any infractions,
- provide professional liability coverage in the minimum amount of \$1,000,000.00 and name the County of Lackawanna as an additional insured,

### **The RFP will be reviewed for the following;**

The pricing proposal shall be separate from the qualification data. **THE PRICING PROPOSAL MUST BE WRITTEN IN A CONCISE FASHION ON A SEPARATE PAPER FROM THE RFQ AND PLACED IN A SEPARATE SEALED ENVELOPE.** The proposal must be inclusive of the following;

- a listing of all fees that will be charged to the delinquent files,
- a release fee to be charged the county for files that the county asks to be returned before the collection process is implemented or concluded,
- any other fees the contractor deems appropriate.

The County of Lackawanna reserves the right to reject any and all proposals.

Ronald J. Koldjeski  
Deputy Director, Tax Claim Bureau