



Hunt County
Request for Proposals with Qualifications
#226-22
Delinquent Taxes Collection Services

DATE DUE AND TIME: Monday, May 23, 2022, at 10:00 A.M. Central Time

Hunt County, Texas is seeking proposals for the purpose of hiring legal counsel to collect delinquent property taxes, to represent the County in the collection of delinquent property taxes, and to provide legal advice to the County in matters regarding property tax collections.

The Tax Assessor-Collector of Hunt County is responsible for the assessment and collection functions of taxing jurisdictions in Hunt County.

Hunt County is requesting **One (1) Original and Five (5) copies of Proposals with Qualification Statements** for the purpose of hiring legal counsel to collect delinquent property taxes, to represent the County in the collection of delinquent property taxes, and to provide legal advice to the County in matters regarding property tax collections.

Any such service(s) obtained will be procured pursuant to Chapter 2254, Subchapter A of the Texas Government Code. **Proposals with Qualification Statements will be received at the office of the Hunt County Purchasing Agent, 2507 Lee Street, Room 104, Greenville, Texas, 75401 until 10:00 A.M. Central Time, Monday, May 23, 2022 . RFP with Qualifications SUBMITTED AFTER THE SUBMISSION DEADLINE SHALL BE RETURNED UNOPENED AND WILL BE CONSIDERED VOID AND UNACCEPTABLE. Email or fax RFP with Qualification Statements WILL NOT be accepted.** Each firm is responsible for insuring that responses to this RFP with Qualifications have been delivered by date, time and location specified.

The Hunt County Purchasing Department is willing to assist any firm(s) in the interpretation of qualification provisions or explanation of how qualification forms are to be completed. Assistance can be received by visiting the Purchasing Office at 2507 Lee Street, Room 104, Greenville, TX 75401, or by calling 903-408-4148 or by email at clowry@huntcounty.net.

It is understood that Hunt County reserves the right to accept or reject any or all responses to this RFQ as deemed to be in the best interest of Hunt County. Receipt of any Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing firms and kept secret during the negotiation/evaluation process. However, all documents shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by firm as such. All confidential information should be clearly marked in red.

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Hunt County assumes no liability for any costs related to the response to this RFP with Qualifications in the event this effort does not result in the execution of an tax collection services contract with the responding firm.

Any questions, pertaining to the RFP with Qualifications, must be submitted in writing to the Purchasing Agent. These questions along with all answers shall be provided to all proposers. Request for Information regarding contractual and specifications matters or Scope of Services related to this RFP with Qualifications shall NOT be directed to the County Judge, County Commissioners, or any member of the Evaluation Committee.

You must sign below in INK; failure to sign WILL disqualify the offer. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone No. _____ Fax No. _____ e-mail _____

Print Name: _____ Signature: _____

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SCOPE OF CONTRACT

Tax attorneys will be responsible, at the minimum, for the following duties and services:

1. Prepare and deliver notices to delinquent taxpayers as may be required by law or as may be advisable for the purpose of expediting collections.
2. Prepare and deliver a notice of delinquency to each delinquent property owner in February of each year.
3. Bring lawsuits and pursue legal action against delinquent taxpayers to facilitate collections of delinquent taxes.
4. Advise the Tax Assessor-Collector and the taxing units for which it collects in matters of property tax law.

EVALUATION OF PROPOSALS

The Hunt County Commissioners will make its selection based upon evaluation of the information provided as described below under Content of Proposal. The Commissioners Court reserves the right to obtain information from other current clients about past performance of attorneys.

The Commissioners Court reserves the right to accept or reject any and all proposals. All proposals will remain confidential until an award is made by the Commissioners Court. The RFP with Qualifications places no obligation on the part of the County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

SUBMISSION OF PROPOSALS

Proposals are to be received in the Hunt County Purchasing Department no later than 10:00AM on Monday, May 23, 2022. Proposals are to be sealed and clearly marked

**RFP with Qualifications #226-22, REQUEST FOR PROPOSALS WITH
QUALIFICATIONS-DELINQUENT TAX COLLECTION SERVICES”.**

The Hunt County Purchasing Department office address is 2507 Lee Street, Room 104, Greenville, Texas 75401.

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CONTENT OF PROPOSAL

The following items, at a minimum, are to be included as part of the proposal:

- A. Executive Summary of the proposal
- B. Description of Firm
 - 1. Provide the name and address of the home office of the firm.
 - 2. Provide the name and address of the local or branch office responsible for providing the services requested.
 - 3. Provide a brief history of the firm.
 - 4. Identify the primary source of revenue of the firm.
 - 5. Identify the firm's principals and include resumes for each.
 - 6. List personnel to be assigned to this project, brief job descriptions, qualifications, and experience of each.
 - 7. Identify any joint venture firms or subcontractors which will be involved in the project. Briefly describe their qualifications and experience and explain their involvement in the project.
- C. Relevant Experience of the Firm
 - 1. Provide a detailed description of the firm's experience in delinquent tax collections. Include a list of clients currently under contract for property tax services, including the name of governmental entity or client, contact, reference, address and phone number, type of services provided for each, and any other factors deemed relevant.
- D. Capabilities of Firm
 - 1. Describe the firm's present workload and include a statement outlining how the workload will affect the firm's ability to perform the services and functions required under contract.

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2. Provide a statement as to the firm's ability to begin full and complete operations on this project. Respondents to this RFP w/Qualifications who have no experience within the last year providing the requested services must provide written detailed assurances that they have the expertise, experience, technical ability, and financial ability to specifically perform all the services required in the RFP w/Qualifications.
3. Describe the firm's computer hardware and software used in performing the requested services. Describe how it will interact with the County's computer system.
4. Describe the firm's data processing and technical support department staff and operations.

E. Approach to Providing Services

1. Describe the firm's philosophical approach to collection of delinquent taxes.
2. Explain in detail how the firm would collect the County's delinquent property taxes.
3. Describe the firm's reporting process and performance measures to be provided to the County, including information demonstrating collection percentages in Counties that are most like Hunt County.
4. Describe any other legal advisement and technical assistance to be provided to the County.

F. Contract

1. Include a draft contract between the County and the firm.

G. Cost Summary

1. Provide a cost of collecting delinquent taxes (generally as a percentage of the amount of delinquent taxes, penalties and interest collected).
2. Provide any additional costs for which the County will be charged.

Responding firms are to provide the information as outlined above in order to be considered. Failure to respond fully to the criteria above will be judged as non-responsive and therefore eliminated from consideration as a potential contractor.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



**Organization Name
Israel Boycott Verification**

I, _____, the undersigned representative of _____

_____ (hereafter referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. *“Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *“Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit, but does not include a sole proprietorship.*

Pursuant to Section 2270.001, Texas Government Code:

(a) This section applies only to a contract that:

1. *Is between a governmental entity and a company with 10 or more full-time employees; and*
2. *Has a value of \$100,000.00 or more that is to be paid wholly or partly from public funds of the governmental entity.*

Israel Boycott Verification

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the _____ day of _____, 20____, personally appeared _____, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE

Date