

EXHIBIT B
SELECTION CRITERIA

HIDALGO COUNTY
REQUEST FOR PROPOSAL AND QUALIFICATIONS

RFP/Q- Delinquent Tax Collection Services-Hidalgo County
06-370-10-18-RVV

RFP&Q EVALUATION CRITERIA

The submitter's RFP&Q will be evaluated based on the criteria presented below factoring in the responses and information provided in the Requirements section. These criteria will be scored on the scales shown on the enclosed "RFP&Q Evaluation Form."

1. Staffing of Project Team (20)

The firm should provide information on their proposed professional team members, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualification to perform the contract. The professional team members shall have experience in performing similar contracts for counties, cities, or other clients as stated in the Request For Proposal and Qualifications (RFP&Q). Similar experience gained through other clients should be substantiated by reference. A list of, and scope of, similar projects for comparative purposes shall be included in an appendix.

2. Experience of Project Team/Ability to Commit Resources (20)

The provider shall designate experienced tax collection and legal staff to completely and efficiently perform the work. The designated individuals may not be replaced during the project unless approved by the County. The proposal shall identify the project team composition, project leadership, reporting responsibilities and address how sub-providers, if any, will fit into the management structure. Résumés of the key technical staff members, limited to two (2) pages per person, must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience. Also in this section, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

3. Methodology (20)

The RFP&Q should provide a description of the firm's approach to the methodology and management to the scope of services for the project.

4. Understanding of Project/Similar Projects (20)

The proposal should conform to the requirements of Section 6.30 of the Texas Property Tax Code and include the following:

- * demonstrate an understanding of the scope of services
- * address appropriate Federal/State/Local regulations and policies
- * identify information to be gathered or obtained

The firm should provide as much background information as to its experience in providing similar services to City, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.

5. Fees (10)

Fee schedule should be based in firms proposed efforts in complying and providing all "Delinquent Tax Collection Services" as set forth by Hidalgo County in this RFP/Q.

6. Presentation to Commissioners' Court (10)

The firms meeting all the requirements and receiving the highest scores on the categories above will be invited to make a presentation to Commissioners' Court and will be graded accordingly.

**EVALUATION FORM
HIDALGO COUNTY
RFP&Q
Delinquent Tax Collection Services**

	<u>Selection Criteria</u>	<u>Max. Points</u>		<u>Score</u>
1.	Staffing of Project Team	(20)	=	()
2.	Experience of Project Team Ability to Commit Resources	(20)	=	()
3.	Methodology	(20)	=	()
4.	Understanding of Project/Similar Projects	(20)	=	()
5.	Fees	(10)	=	()
	Sub-total	90%	Sub-total Score	_____
6.	Presentation to Commissioners' Court	(10)	=	()
	Total	100%	Total Score	_____

Provider: _____

Evaluator: _____ Date: _____

Notes/Comments: