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From : Eva Mireles <eva.mireles@hidalgocountytax.org>

Wed, Aug 13, 2014 10:53 AM

Subject : del att (2)**To** : evangelina garcia <evangelina.garcia@co.hidalgo.tx.us>
 1 attachment**Cc** : Paul Villarreal <paul.villarreal@hidalgocountytax.org>, Neida Chavana <neida.chavana@hidalgocountytax.org>, Ferny Cantu <ferny@hidalgocountytax.org>, Julio Espinosa <julio.espinosa@hidalgocountytax.org>

These are the only changes we are making. Please let me know if you have any further questions.

Thanks

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1. Enforcing by suit, or otherwise, the collection of all delinquent taxes, penalty and interest, both at the onset and over a sustained period of time.
2. Preparing delinquent tax reports and updates based on data provided by the County.
3. Preparing and sending such notices to delinquent taxpayers to foreclose tax liens and otherwise facilitate collection of delinquent taxes for a minimum of nine (9) times per year, including:
 - a. Title I. Property Tax Code, 33.48. Recovery of Costs and Expenses Notice. 33.48 statement will include the Tax Assessor/Collector name and address but will contain the Law Firm's telephone number in large print. Image Copies and listing for coding of all 33.48 statements will be given to County Tax Office for archiving.
 - b. Title 1. Property Tax Code, 33.11. Early Additional Penalty for Collection Costs for Taxes Imposed on Personal Property. 33.11 statement will include the Tax Assessor/Collector's name and address but will contain the Law Firm's telephone number in large print. Image Copies and listing for coding of all 33.11 statements will be given to County Tax Office for archiving.
 - c. Title 1. Property Tax Code, 33.07. Additional Penalty for Collection Costs for Taxes Due Before June 1. 33.07 statement will include the Tax Assessor/Collector name and address but will contain the Law Firm's telephone number in large print. Image Copies and listing for coding of all 33.07 statements will be given to County Tax Office for archiving.
 - d. Remaining Law Firm Mail outs will contain the Law Firm's mailing address and phone number. Image Copies and listing for coding of all Law Firm Mail Outs will be given to County Tax Office for archiving.
4. Advising the County on legal issues that arise in the process of delinquent tax collection and any other legal services offered.
5. Filing claims and participating in bankruptcy cases involving delinquent taxpayers. Bankruptcy, cost for services out of state or in other areas of the state.
6. Providing such additional services as Commissioners' Court and the Tax Assessor-Collector may deem advisable to expedite the collection of delinquent taxes. In addition to:
 - a. Access will be given for Law Firm to code its own accounts with JUDGEMENTS, SUITS, BANCROPTCY, _____, and to upload supporting documentation for such coded accounts.
7. Providing automated data processing services in:
 - a. Delinquent account collections
 - (1.) Receive delinquent account information in flat file format to be used in mass mail outs to taxpayers as required by County.
 - (2.) Submit flat file to County for automated property tax payments as required by County.
 - b. Follow-up notification on delinquent accounts
 - c. Suit filing
 - d. Reporting for accountability and statistics
 - e. Describe skip tracing processes including returned mail.
8. Indicate all interfacing and timing that will occur with Hidalgo County in terms of information to be supplied through printouts or computer tapes. Indicate ability to interface with Hidalgo County's Tax Office internal data processing systems. Indicate what type of

input and in what format can your system accept. Firm=s predefined input requirements must be adapted based on Hidalgo County=s Tax Office capabilities and limitations.

Qualifications include, but may not be limited to the following:

Size of Law Firm

A law firm qualified to do business in the State of Texas.

Delinquent ad valorem tax collections experience; number of years.

Firm must clearly demonstrate the:

1. ability to provide immediate and consistent efforts in collections of delinquent taxes, penalty and interest;
2. quality and success of its litigation program;
3. results of its delinquent taxes, penalty and interest collections, with other Texas entities, including counties;
4. quality of its data processing services and on-line Tax Office support capabilities;
5. ability to handle thousands of accounts at one time; availability of attorneys and support staff; the overall personnel resources to support the County=s program.

Firm must have at least five (5) years of experience in delinquent tax collections in the area (and demonstrate an understanding of the regional issues that impact tax collections) and must provide: