



Request for Proposals: Tax Collection Consulting

The City of Parkville, Missouri ("City") is pleased to issue this Request for Proposals ("RFP") for Tax Collection Consulting

1. OVERVIEW

The City of Parkville is a fourth-class city located in the southern portion of Platte County, Missouri along the Missouri River. The population of Parkville was 5,554 at the 2010 census. Parkville is home to Park University, Parkville Commons, English Landing Park, the National Golf Club, Riss Lake, and the historic downtown Main Street area. The City of Parkville has 40 permanent employees who are supplemented by various contracted, seasonal, and intern employees. The City offers a full range of municipal services including street maintenance, public parks, sewer utility, community development, police, and municipal court. The Semi-Annual Financial Statement (June 30, 2013) and 2012 Audit are available online: <http://parkvillemo.gov/departments/administration-dept/>.

The City seeks a consultant to secure transaction listings from the Department of Revenue and compare the City's tax rolls to verify that taxes have been awarded to the correct jurisdiction, and if not, prepare a claim for the same.

2. SCOPE OF SERVICES

- (A) Consultant shall provide at his expense, his own telephone, computer, software and workplace, unless otherwise noted herein, and other equipment necessary to complete his job assignments. City will provide the Consultant access to City's data via its' computer system and software.
- (B) Consultant shall apply himself diligently to complete the projects within the time guidelines established by the City.
- (C) Any items. Or materials prepared by Consultant in carrying out his duties under this Agreement shall be subject to the approval of City.
- (D) Consultant agrees that without the express written consent of City, he will not at any time divulge, furnish, disclose or make accessible to any person, firm, organization or corporation in any manner whatsoever any confidential or protected health information (as hereinafter defined) of City. Both parties agree that confidential information shall include information such as the identity of City ambulance and medically protected health information, proprietary information, non-public financial information, and any other information regarding City and Consultant further agree that the above list is not exhaustive, but is merely illustrative.

Consultant agrees that he will maintain the strictest confidentiality with any work performed on behalf of City or at City's request, including protected health information, finances, all employment matters, legal information, and any other proprietary information, gained through information received or learned from an assignment

3. PROPOSAL AND EVALUATION CRITERIA

A. Instructions to Applicants:

1. Proposals shall be submitted to the address below in a sealed package clearly marked to the attention of Matthew Chapman, and must be received at the address below by 5:00 PM Central Time on June 26, 2015.

Matthew Chapman
Finance/Human Resources Director
City of Parkville
8880 Clark Ave.
Parkville, MO 64152

2. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline.
3. Additional promotional materials/brochures may be included in addition to the proposal but may not substitute for any of the content requirements of the proposal itself. This additional material need not be submitted in an electronic format.
4. Communication with the City, the selection committee, or the general public relative to this project prior to the announcement of a selection is strictly prohibited.
5. The City reserves the right to request a change in any proposed sub-consultants, if applicable.
6. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any firm submitting a proposal.
7. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
8. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

B. Proposal Requirements and Evaluation Criteria

The following are the contents that all proposals must include; all the listed criteria should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable firm(s). Note: The sequence of the listing is not intended to reflect relative weight of each category.

1. Interest and Proposals:
 - a. A brief description of the firm, including its location, years in the business, history, and philosophy. Include an outline of the firm's officers and executive management.
 - b. A statement of interest for the scope of services including a narrative describing the respondent's capabilities and unique Proposals.
2. Related Experience and References:

Proposer shall include the name, address and telephone number of three to five clients for whom services similar to those described in this Request for Proposals have been performed. Examples are preferred that demonstrate the specific value added by the proposer to the client. In addition, proposer shall provide an official statement of the most relevant previous financing.

3. Team and Availability

- a. Proposal shall include a description of the proposed consultant team. Proposal shall identify all key personnel as well as any sub-consultants, if applicable. Proposal shall outline roles, responsibilities and reporting relationships. Proposal shall identify key contact person for communicating with the City on all project-related matters.
- b. Proposal shall include a statement on the availability and commitment of the respondent and assigned professional who will undertake the scope of services.
- c. Proposal shall include resumes for all the key personnel including educational background/training, experience and detailed descriptions of roles played on past projects.

4. Disclosure

The Consultant will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the City. Consultant shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts.

5. Insurance

- a. Provide a certificate of insurance showing the firm's current limits of liability for commercial, general, and professional liability, workers compensation, and business automobile liability.
- b. List all current and unresolved litigations, arbitrations, or mediations of the firm.

6. Fee

Consultant shall receive as compensation for services performed under this Agreement 25% (twenty-five percent) of the amount recovered from the State of Missouri Department of Revenue on behalf of the City for Sales Taxes on Motor Vehicles, for all allowable past due and current periods. City agrees to make copies of notifications to Consultant so that Consultant is able to invoice the City for the compensation described hereunder. The amount invoiced shall be due and payable, without deduction or offset, to Consultant the later of thirty days from the date of the invoice or the date that the amount has been paid to the City by the DOR.

4. PROPOSED PROCESS AND TIMELINE

- June 17, 2015 RFP issued and posted on the City of Parkville website
- June 26, 2015 Receipt of proposals due by 5:00 PM (Central Time)
- June 30, 2015 Preferred firm is notified of selection

By submitting a proposal in response to this RFP, the respondent expresses its intent to comply with the established timeline. In addition, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" firm(s) will require subjective judgments by the selection committee and the City. Thank you in advance for your interest in the City of Parkville.

END OF REQUEST FOR PROPOSALS