

BOT Meeting:	April 16, 2018
Solicitation No.:	RFQ 18-030MC
References:	Board Policy CH (Local) District Goal: Scalable Systems
Description:	<p>Delinquent Tax Attorney Services</p> <p><u>Recommendation</u></p> <p>The Administration is seeking Board approval to award a contract for the collection of delinquent taxes to Perdue, Brandon, Fielder, Collins & Mott, LLP, and authorization for the Superintendent to execute the contract for the initial three-year term and two one-year renewals.</p> <p><u>Summary</u></p> <p>Board Policy CH (Local) requires the District to issue a Request for Proposal or Request for Qualification for delinquent tax attorney services no less than every five years. In accordance with policy, the District issued a Request for Qualification (RFQ) for delinquent tax attorney services on January 26, 2018 for a maximum term of five years. The District received responses from three firms – Perdue Brandon Fielder Collins & Mott, Linebarger Attorneys at Law, and McCreary Veselka Bragg & Allen, P.C.</p> <p>An evaluation committee comprised of the following individuals reviewed the proposals and evaluated each one based upon a standard set of criteria.</p> <ul style="list-style-type: none"> • Steven Bassett, Chief Financial Officer • Dina Edgar, Executive Director of Finance • Kelly Schlacks, Director of Finance, and • Maria Castellanos, Assistant Director of Purchasing <p>While qualifications and expertise among the firms was very competitive, the evaluation team is recommending the Board approve the engagement of Perdue Brandon Fielder Collins & Mott LLP to provide the delinquent tax attorney services to the District.</p> <p><u>Background:</u></p> <p>The payment for these services is based on statute and is from taxes collected by the attorneys, and not by FBISD directly.</p>
Requested By:	Steven Bassett, Chief Financial Officer
Vendor:	Perdue Brandon Fielder Collins & Mott, LLP.
Budget Sources:	Tax Collections
Amount:	Not paid by District
Other Supporting Information	
Sole Source:	No
Number of vendors contacted by Purchasing:	2

Number of vendors contacted by FBISD Notification System:	10,625
Number of vendors downloaded the solicitation:	60
Number of responses received:	3
Number of "no bid" responses received:	0
Length of commitment:	3 year term plus 2 one-year renewal terms
Last solicitation date:	February 26, 2013
Supporting documents:	Evaluation Criteria and Rubric
Disclosure under Board Policy CH, CV, or DBD (Local):	None

VENDOR	Firm's approach, supporting documentation and evidence of competence to undertake such effort. (20 pts. max)	Firm's past experience in providing Delinquent tax Attorney Services for a Texas public school district. Explanation of methodology, unique challenges and any other relevant information. (30 pts)	Qualifications, certifications, experience of personnel/team proposed for this task. (25 pts. Max)	Past experience with FBISD and/or other districts. (10 pts max)	References from prior clients for which your firm has provided comparable services. Three (3) should be related to K-12 districts. (15 pts max)	Total Score (85 pts. Max)	Proposer's Ranking
Perdue Brandon Fielder Collins & Mott, LLP	19	28	23	9	13	92	1
Linebarger Attorneys at Law	17	27	22	8	15	89	2
McCreary Veseika Bragg & Allen, P.C.	16	24	21	6	12	79	3

**RFQ 18-030MC Delinquent Tax Attorney Services
Evaluation Criteria**

FACTOR	WEIGHT
1. Firm's approach, supporting documentation and evidence of competence to undertake such effort.	20 points
2. Firm's past experience in providing tax attorney services for a Texas public school district. Explanation of methodology, unique challenges and any other relevant information.	30 points
3. Qualifications, certifications, experience of personnel/team proposed for this task.	25 points
4. Past experience with FBISD and/or other districts.	10 points
5. References from prior clients for which your firm has provided comparable services. Three (3) should be related to K-12 districts. List of References should come from past project examples list within this RFQ and should include at least five (5) individuals outside of FBISD. References will be contacted via e-mail with a deadline. If no response received by the deadline, there will be points deducted in this section.	15 points
TOTAL	100 points