



LASSEN COUNTY TAX/COLLECTOR

Request for Proposal INTERNET TAX SALE SERVICE PROVIDER

LASSEN COUNTY DESIRES TO RETAIN A PERSON OR FIRM TO SELL TAX DEFAULTED TAXES ON LINE:

All the tax defaulted information will be supplied by the Lassen County Tax Collector and delivered to the firm using their format. The services provider needs to provide the following:

- 1) Web Site Advertising Services for Tax Defaulted Properties
- 2) Pre-Qualification of Bidders
- 3) Rejecting Bids
- 4) Withdrawing Bids
- 5) Off-line Bidding Option
- 6) Confirmation of Successful Bid
- 7) Payment
- 8) Bidder's Instructions
- 9) Seller's Instructions
- 10) Security

Proposal Process

The Lassen County Tax Collector intends to follow the schedule described below during the process of releasing this RFP, and receiving and evaluating the responses. Lassen County Tax Collector reserves the right to alter the schedule at any time.

Time Table

Distribution of RFP	July 23, 2019
Proposal Submission	August 23, 2019
Proposal Review	August 26, 2019
Notification to Proponents	August 28, 2019
Implementation begins	September 1, 2019

PROPOSAL IS PUBLIC RECORD

All proposals received by the County will be considered a "Public Record" as defined in section 6252 of the California Government Code and shall be open to public inspection except to the extent the proposer designates trade secrets or other proprietary information to be confidential. Any documentation, which proposer believes to be trade secret or otherwise confidential, must be marked as such. County will endeavor to restrict distribution of material marked trade secret or confidential to only those individuals involved in the review and analysis of the proposals. Proposers are cautioned that materials designated as trade secret or confidential may nevertheless be subject to disclosure, and County shall in no way be liable or responsible for such disclosure.

Distribution of Request for Proposals: A proposing firm must follow the instructions for preparing the proposal in the prescribed format. Each question should be repeated with the firm's response.

Unless specifically requested, do not include extraneous information or marketing materials.

Please indicate the pricing proposal on a separate sheet.

No Proposal: If a service requirement or section of the proposal cannot be met by a proposer, then "No proposal" should be included on the pricing sheet and in the relevant section of the proposal. An alternative equivalent service may be offered.

Right to Reject Proposals: The Lassen County Tax Collector reserves the right to select the proposal, which in its sole judgment best meets the needs of the County. Lassen County Tax Collector reserves the right to reject any and all proposals, to waive any non-material irregularities or informalities in any proposal, and to accept or reject any item or combination of items. Proposers are cautioned that all questions concerning this RFP are to be directed to the Office of the Tax Collector.

Authorized Signature: Firm personnel signing the cover letter of the proposal or any other related documents submitted must be authorized signers with the requisite authority to represent their firm and to enter into binding contracts with clients. Evidence of such authority should be included with proposal.

Delivery: All proposals must be sealed with the notation of "RFP-Internet tax sale service provider" clearly marked on envelope and must be delivered no later than August 23, 2019@ 4:00 PM to the address listed below. Please provide original and (3) copies of your proposal.

Lassen County Administrative Services
Attn: Julie Morgan
221 S. Roop Street, Suite 4
Susanville, CA 96130

Proposal Review: Our review committee will evaluate each proposal submitted.

Notification: We anticipate sending written notification to all proponents regarding the outcome of the reviews and contract award process by August 28, 2019.

Conversion Activities: The awarded firm will be required to coordinate with our staff all the activities necessary to ensure a smooth transition. Conversion activities will begin by September 1, 2019

Execution of Agreement: If the awarded firm is not able to execute a final agreement by the implementation date of September 1, 2019, Lassen County Tax Collector reserves the right to select the next most qualified proposing firm or call for new proposals, whichever is more appropriate. For this reason, all pricing proposals must be valid for ninety (90) days following the proposal submission date.

Incorporation of RFP/Proposal: This RFP and the firms's response, including all promises, warranties, commitments and representations made in the successful proposal, will become binding contractual obligations and, will be incorporated by reference in the final agreement between the Lassen County Tax Collector and the firm.

SELECTION CRITERIA

Lassen County Tax Collector will utilize the selection criteria listed below (not necessarily in order of importance or weighting) to evaluate proposals and to select the best-suited provider of secured tax mailing services.

- Adherence to RFP instructions and content requirements.
- Ability to meet required service levels.
- Ability to offer product and service enhancements.
- Ability to use advanced technology.
- Credentials and strength of relationship management team
- Overall lowest cost to the County
- Other factors in the County's best interests that are not delineated above.

INTERNET TAX SALE SERVICE PROVIDER

In order for Lassen County Tax Collector to be able to adequately compare and evaluate proposals, all proposals must be submitted in accordance with format detailed in the following pages.

Cover Letter: (One printed page maximum.) The letter should designate the proposing firm, the business address of where the relationship will be housed, and be signed by authorized officers. The letter should address the firm's willingness and commitment to provide the proposed services and why the firm believes it should be selected. No pricing information should be included in this section.

Table of Contents: (One page maximum) Table of Contents should follow the RFP format.

Firm profile: (Two pages maximum) please respond to the following sections:

- **Firm Overview:** General overview of firm, customer service philosophy, and identification of the primary office in which the County will be conducting its business.
- **Experience:** Firm's direct experience in servicing public sector clients. Please include the number of public agency clients.
- **Relationship Management:** Identify firm's employees responsible for the County's accounts and what their role and responsibilities will be.

- **References:** (Three pages maximum) please provide three references whose size and scopes of service utilization are similar to the County. At least one reference should be a public agency, include reference and telephone number.

Contact Name:	
Title:	
Name of Customer:	
Address:	
Telephone Number:	
Fax Number:	
Years as Customer	
Services Utilized:	

General Services Required: (One page maximum). Describe your ability to meet the following requirements:

1. Web Site Advertising Services for Tax Defaulted Properties
2. Pre-Qualification of Bidders
3. Rejecting Bids
4. Withdrawing Bids
5. Off-line Bidding Option
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Software Capability: Please describe the firm's requirements to interface with the County's software.

Conversion Plan: (Two pages maximum) The County requires a smooth, low-cost transition to a new firm.

Please describe the firm's plan to implement the proposed services and to ensure a smooth, error-free conversion.

Service Enhancements: Based upon information presented in our RFP and your firm's knowledge of the public sector describe any enhancements, technological or otherwise, that we should consider to improve operational efficiencies.

Assigned Personnel: Please provide the names and job titles of the members of the implementation team and their respective roles. Include an organization chart, which shows the reporting lines up to the firm's senior management.

Conflict of Interest Policy: Please provide a copy of the proponent's conflict of interest policy.