

REQUEST FOR STATEMENTS OF QUALIFICATIONS

The Town of Signal Mountain requests Statements of Qualifications from attorneys with experience collecting back taxes. The back tax attorney will be responsible for filing delinquent tax lawsuits on an annual basis and collecting taxes prior to and subsequent to filing suit and judicial sale. It is preferred, but not required, that the attorney reside in the Town of Signal Mountain.

Please submit statements of qualifications by 2:00 p.m. on August 30, 2013 to Christopher, Jr. Dorsey, Town Manager, 1111 Ridgeway Avenue, Signal Mountain, TN 37377.

A selection committee will review the Statements of Qualifications and interviews will be scheduled.

REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS

Please include the following information in your Statement of Qualifications:

1. A letter of interest signed by a principal of your firm with a statement as to the availability of the firm to collect taxes, the firm's current workload, statement of firm's errors and omissions insurance coverage and limits of coverage, the business office location where the majority of the work on this project will be accomplished, and a statement of the firm's financial stability. This letter may include a brief history of the firm.
2. Resumes of key personnel to be assigned to this project.
3. Related projects that the firm has worked on or had experience in tax collection or related collection work during the last two years. Please include the name of the municipality or county and a contact person.
 - a) Include names, addresses and phone numbers of client references.
 - b) Indicate individuals who had responsibility for each project and whether they are still with your firm.
 - c) Include examples of other projects that are similar in scope to this one.
4. You are invited to include a maximum of (5) pages of additional persuasive information not covered above, which you feel may be useful and applicable to this project.