

LEHIGH COUNTY TAX COLLECTION COMMITTEE

[Law Firm Name]
[Law Firm Address]

TCC Legal Services RFP

To Whom It May Concern:

The Tax Collection Committee (TCC) for Lehigh County is seeking proposals from law firms interested in providing legal services to the TCC as TCC solicitor or special counsel.

Our goal is to obtain the highest quality legal services provided in a cost effective manner. If your firm is interested, please submit a proposal addressing:

- Your firm's qualifications and credentials, with particular emphasis on your firm's experience with, and understanding of, Act 32; the TCC process; EIT, PIT, LST, and other local government taxes; tax collection agreement provisions important for protection of taxing authorities; and the tax collection process.
- Characteristics that differentiate your firm from other firms and suggest the desirability of our retaining your law firm to provide TCC legal services.
- Proposed engagement letter.
- Any other matters you wish to address.

Please provide 5 copies of your proposal to the undersigned by 4:00 p.m. on _____.

Interviews may be scheduled shortly thereafter with selected law firms.

If you have any questions, please feel free to contact the undersigned.

Date: _____

Sincerely,

TCC Chairperson/Secretary
[telephone number]
[e-mail address]
[mailing address]