

REQUEST FOR QUALIFICATIONS

DELINQUENT TAX COLLECTION LEGAL SERVICES

City of Daisetta, Texas

Submission Deadline: 2:00 p.m. on June 19, 2026

Questions regarding this RFQ should be directed to:

Mayor Cindy Burchfield

City of Daisetta

410B Main St

Daisetta, TX 77533

cburchfield@cityofdaisetta.com

(936) 536-6761

Purpose

The City of Daisetta (“City”) is seeking statements of qualifications from qualified law firms interested in providing delinquent tax collection legal services on behalf of the City pursuant to the Texas Tax Code.

The selected firm will represent the City in the collection of delinquent ad valorem taxes, penalties, interest, attorney fees, and court costs and provide related legal services in connection with delinquent tax matters.

The City intends to select the firm determined to be the most highly qualified to provide these services and reserves the right to negotiate the final scope and terms of engagement.

Scope of Services

The selected firm may be expected to provide delinquent tax collection services on behalf of the City, including:

- collection of delinquent ad valorem taxes;
- filing and prosecution of delinquent tax lawsuits;
- representation in related court proceedings;
- tax foreclosure and collection matters;
- bankruptcy monitoring;
- and related delinquent tax collection services authorized under the Texas Tax Code.

Selection Criteria

Respondents will be evaluated based on:

- experience in delinquent tax collection matters;
- experience representing Texas municipalities and taxing units;
- knowledge of the Texas Tax Code;
- responsiveness and availability;
- and overall demonstrated competence and qualifications.

Statement of Qualifications Requirements

1. **Cover Letter.** A letter signed by an authorized representative of the firm committing to provide the legal services described above. The letter should also provide an explanation as to why the firm is qualified to provide delinquent tax collection legal services to the City of Daisetta.
2. **Qualifications.** Please provide a description of the firm’s experience and qualifications in delinquent tax collection matters, including representation of municipalities, counties, school districts, appraisal districts, or other taxing entities. Include representative clients and contact information.

- 3. Compensation and Collection Practices.** Please provide a description of the firm's proposed compensation structure and collection practices, including:
- statutory collection fee arrangements;
 - handling of litigation expenses and court costs;
 - title abstract practices;
 - reporting procedures;
 - and any other relevant billing, reporting, or administrative practices.

The City anticipates that compensation will primarily consist of statutory collection fees authorized under the Texas Tax Code.

- 4. Insurance.** Please provide proof of professional liability insurance.
- 5. References.** Respondents should provide a list of governmental entities or other clients for whom the firm has provided delinquent tax collection or related legal services, together with contact information for a representative of each reference.

Proposed Timeline

- June 1, 2026 – RFQ Issued
- June 4, 2026 – RFQ Newspaper Publication (first)
- June 11, 2026 – RFQ Newspaper Publication (second)
- June 12, 2026 – Deadline for Questions
- June 15, 2026 – Responses to Questions Issued
- June 19, 2026 – Deadline for SOQ Submissions
- June 23, 2026 – Consideration of Selection by City Council

Consideration of Qualifications

The City reserves the right to reject any or all submissions, waive informalities, request additional information, and negotiate with the respondent determined to be most qualified and in the best interest of the City.

Submissions

Statements of qualifications are due by 2:00 p.m. on June 19, 2026. All submissions must be submitted electronically. They can be emailed to cburchfield@cityofdaisetta.com.

Questions

All questions should be submitted to Mayor Cindy Burchfield at cburchfield@cityofdaisetta.com or (936) 536-6761. No questions will be accepted after June 12, 2026.