



## Request for Qualifications

### Business License Revenue Enhancement

The City of Walterboro is requesting Statements of Qualifications (SOQs) from professional revenue enhancement firms that will research and identify businesses currently not paying business license fees. The firm must contact such business which it identifies and work with the business to submit a business license application with the appropriate fee.

#### Submittal of Qualifications

Interested firms shall submit three (3) copies of their Statement of Qualifications (SOQs). The SOQ will contain the following elements:

- (1) The professional training, expertise and qualifications of the specific individuals to be assigned to the project for which the RFQ has been issued.
- (2) Past performances of the firm submitting the RFQ.
- (3) Location of the firm.
- (4) Recent, current and projected workload of the firm.
- (5) Creativity, insight and approach to the project.
- (6) Related experience on similar projects.
- (7) Other factors deemed relevant to the project.
- (8) Willingness to meet time and budget requirements.
- (9) Cost structure of service.

The City of Walterboro will receive SOQs from interested firms until 5:00p.m. (EST) on March 20, 2019, at the City of Walterboro Finance Department, 300 Hampton Street, Walterboro, SC 29488. Envelopes and/or parcels containing the SOQ should be clearly labeled "City of Walterboro Business License Revenue Enhancement".

#### SOQ Review and Evaluations

After receipt of the SOQs, a committee within the City will review and evaluate the content and qualifications presented in each package. Final selection of a firm will be based on the scope of work and the associated cost proposal that delivers the best value to the City.