

City of San Antonio

ADDENDUM I

SUBJECT: Request for Proposals for Sales and Use Tax Audit, (RFP 016-009), Scheduled to Close: December 4, 2015; Date of Issue: October 30, 2015

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: November 16, 2015

THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

A. THE ABOVE MENTIONED REQUEST FOR PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

1. **ADD:** Sign-in Sheet for the Pre-submittal Conference dated, Monday, November 9, 2015.
2. **ADD:** Small Business Economic Development Advocacy (SBEDA) Program Presentation
3. PAGE 8, RFP SECTION 012 EVALUATION CRITERIA, **CHANGE** to read,

“Local Preference (LPP) Ordinance Program (10 points)

10 evaluation points for local businesses headquartered for one year or more within the incorporated San Antonio City limits

OR;

5 evaluation points for a business with an office within the incorporated limits of the City, which has been established for one year or more, from which at least 100 of its employees OR at least 20% of its total full-time, part-time and contract employees are regularly based; and from which a substantial role in the business’s performance of a commercially useful function or a substantial part of its operations is conducted by those employees.”

B. QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On Monday, November 10, 2015, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Sales and Use Tax Audit RFP. Below is a list of questions that were asked at the pre-submittal conference. The City’s official response to questions asked is as follows:

Question 1: Optional Service Can the City please provide greater detail and/or explanation as to specifically what is being evaluated (e.g. sales made by the City itself, or sales made to the City, both of the above, something else entirely, etc.)?

Response: The Contractor is to evaluate Sales Tax collected and remitted to the State Comptroller on behalf of the City for sales made by the City.

Question 2: Proposal Format The instruction indicates that the proposal is to be in a three-ringed binder. Does the City require the original and all 7 copies in a binder or only the original in a binder?

Response: It is the up to the discretion of the firm as to how proposals are submitted. 3-ring Binders for the original and copies are recommended but not required.

Question 3: RFP Attachment A, Part One – Under No. 1 on page 25 the form requires respondent to list the total number of employees and total number of current clients/customers. Do you want the total numbers for the office the project is managed out of or the total number for the respondents company?

Response: The City is requesting the total number of employees and clients/customers for the firm and the total number of employees that work out of the office located in San Antonio (if applicable).

Question 4: RFP Attachment A, Part Two – No. 5 requires respondent provide a list and resume of personnel that will be assigned to this engagement. In lieu of a resume is a summary biography acceptable?

Response: Yes

Question 5: RFP Section 004 – Scope of Service (page.3), Optional Service:

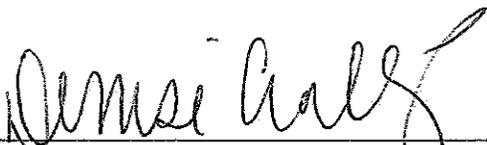
1. Perform an optional one-time evaluation of City sales to determine whether application of sales and use tax is complete and accurate. Please Clarify.

Response: The Contractor is to evaluate and validate the accuracy of Sales Tax collected by the City and remitted to the State Comptroller for sales made by the City.

Question 6: RFP Attachment A, Part Three -Proposed Plan (page 30)

Item 6. Describe the methodology for calculating future sales. Does this mean calculation of future new Increased sales tax?

Response: Describe the methodology for calculating sales tax on potential future sales, if applicable.



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