



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Arbitrage Rebate Compliance Services

Solicitation Number: RFP 16—020; RFX # 6100006935

Description: The City of San Antonio, Texas Finance Department (the “City”) is soliciting proposals for the purpose of retaining a Consultant(s) to provide Arbitrage Rebate Compliance Services in connection with the City’s outstanding tax-exempt obligations, debt service funds, debt service reserve funds, capital projects funds and other funds, if any, into which tax-exempt proceeds may have been deposited. The City, from time to time, is required to calculate interest earned on invested tax-exempt bond proceeds fund balances to determine the arbitrage rebate amount due to the Internal Revenue Service, if any. The purpose of this RFP is to establish parameters within which the Consultant(s) is to provide Arbitrage Rebate Compliance Services related to reviewing the City’s tax-exempt debt service funds, debt service reserve funds, capital projects funds and other funds, if any, into which tax-exempt proceeds may have been deposited, coordinate with the City the compilation of data, compute the arbitrage rate, interest income and rebate amount, if any, for each outstanding tax-exempt obligation by the required reporting date, prepare and submit a report to the City citing the findings for each tax-exempt obligation for which a computation was made, provide counsel to City staff, as required, attend meetings, if required, assist the City in responding to queries posed to the City related to arbitrage, and assist the City, as may be required, from time to time, on any additional matters related to arbitrage.

Applicable Product Categories: 94610 - Accounting Services

Date Issued: Monday, December 21, 2015

Due Date & Time: Tuesday, February 2, 2016, at 11:00 A.M.

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 9:00 a.m., Central Time, on Monday, January 11, 2016.

Staff Contact Person: Debra Light, Procurement Specialist III, debra.light@sanantonio.gov.

Evaluation Committee Voting Members:

Margaret U. Villegas, Assistant Director, Finance Department

Melanie Seale, Assistant Director, Finance Department

Victoria Roeder, Controller, Finance Department

Cappi Arriola, Financial Management Administrator, Finance Department

Elizabeth Drouillard, Financial Reporting Manager, Finance Department

Alejandro Tijerina, Financial Manager, Finance Department

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 2:00 p.m., Central Time, on Tuesday, January 19, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Debra Light, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

debra.light@sanantonio.gov

Questions submitted and the City’s responses will be posted with this solicitation on the City of Antonio’s Bidding and Contracting Portal.

To view this solicitation, go to <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.