



# CITY OF HOUSTON

FINANCE DEPARTMENT  
Strategic Procurement Division

Sylvester Turner

Mayor

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February 18, 2016

**Subject: Sales and Use Tax Audit Services for the Finance Department  
Letter of Clarification No. 1**

**Reference: Request for Proposal (RFP) No. S66-T25698**

**To: All Prospective Proposers**

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

Please see the following questions from vendors and the City's responses, which are in blue:

1. Will Houston acknowledge and agree to keep confidential clearly marked trade secrets and proprietary processes? **Yes**
2. Will Houston consider two separate service providers, one for sales use tax audit recovery services ("SUTA") and another for sales tax analysis reporting services (commonly referred to in the market as "STARS")? **The City would consider utilizing two separate providers**
3. To participate in the non-mandatory Pre-Proposal Conference via conference call you may dial (641) 715-3580, Access Code 778008

Regards,

A handwritten signature in blue ink, appearing to read "Shannon Pleasant".

Shannon Pleasant, CTPM  
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**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros Robert Gallegos  
Mike H. Laster Larry V. Green Mike Knox David W. Robinson Michael Kubosh Amanda Edwards Jack Christie

**Controller:** Chris Brown