



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

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February 24, 2016

**Subject: Sales and Use Tax Audit Services for the Finance Department
Letter of Clarification No. 2**

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. It is obvious the City is requesting an exact replicate of the STARS Digest Package provided by its current provider, MuniServices. Will the City consider an option to receive the same or similar information that achieves the same end but in other than an exact replicate of the MuniServices reports? **Yes**
2. The information described in the requested reports is subject to interpretation. Will the City provide a sample template of every report required by the RFP or listed in the sample contract? **Yes**
3. Will the City consider receiving the information requested in the reports for periods other than those is specified? **Yes**
4. Pg. 5 of EFP T25698, B.1.a specifies 5 years. Is that meant to be years or quarters? **Years**

5. RFP T25698, Page 5/6 specifies the SUTA Deliverables and includes five items. They are general in nature. The sample contract template lists very specific reports, including reports required which are not listed in the RFP deliverables. (1)Please clarify which requirement applies, RFP or sample contract? (2)Sample Contract, Pg. 32 of RFP No. T25698, Section II (2) mentions teleconferences with a MuniServices representative. Please clarify. **(1) The sample contract is included in the solicitation for illustrative purposes.; (2) should read “Contractor” instead of “MuniServices”**
6. Sample Contract, Pg. 34 of RFP No. T25698, Section II 6.1 (1.1) states “All of the reports listed in the above subsection 1.1 provide data that are based on the date on which the transaction took place and not on the date on which the payment was transferred to the City.” Please clarify. Is the data presented in the reports to be listed for the date of transaction or date of payment? **The sample contract is included in the solicitation for illustrative purposes.**
7. Pg. 33 of the sample contract, Geo-Area Reports mentions Exhibit G. There is no Exhibit “G” **Should read “E” instead of “G”.**

Regards,



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Partnering to better serve Houston

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