



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals- Collection, Monitoring and Compliance Services for Hotel Occupancy Tax

Solicitation Number: RFP 21-076 RFx: 6100014353

Description: The City of San Antonio (“City”) seeks proposals from qualified Respondents interested in providing the services as described in this RFP. The successful Respondent will assume responsibility for the collection, monitoring, compliance reporting, and discovery, of all Hotel Occupancy Tax (“HOT”), including Short Term Rentals (“STR’s”) and Tourism Public Improvement District (“TPID”) accounts in Bexar County.

Applicable Product Categories: 20810 – Accounting/Financial
94649- Financial Services

Date Issued: October 4, 2021

Due Date & Time: **November 22, 2021, 11:00 a.m., Central Time**

Pre-Submittal Conference: The conference will be held via WebEX call at 1:00 p.m., Central Time, on October 12, 2021. Attendance is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Toll Free Number: 1-469-210-7159

Meeting number (access code): 2459 791 2281

Meeting password: COSA

Respondents also have the option to attend the conference via WebEx at www.webex.com and clicking on join. The meeting number is: **2459 791 2281** and password is: **COSA**.

Attendance is highly encouraged.

Evaluation Committee Voting Members:

Troy Elliot, Deputy CFO

Margret U. Villegas, Assistant Director

Tina Murrillo, Tax Assessor/Collector Administrator

Victoria Roeder, Comptroller

Dawn Opperman, Compliance and Resolution Administrator

~~Raehael Cameron, Business Relationship~~

~~Cynthia Ramirez, Business Relationship~~

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFP has been released until the contract is approved at a City Council “A” session.

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 October 15, 2021**. Questions received after the stated deadline will not be answered. All questions shall be

Finance Department, Purchasing Division

PO Box 839966 • San Antonio, TX 78283-3966 • Tel: 210-207-5734

sent by e-mail to:

Yvonne Rodriguez, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
yvonne.rodriguez@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

To view this solicitation, go to the SAePS portal: <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. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids).

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 with "SAePS Portal" on the subject line so this can be expedited.