

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Sales and Use Tax Audit Recovery Services**

Solicitation Number: RFP 26-045; RFx 6100019514

Description: The City of San Antonio (City), through its Finance Department, is seeking to contract with a firm to provide audit services for City sales & use tax collections. The selected firm will be expected to perform a review and audit of State and City records to determine if all businesses operating within the City of San Antonio that are subject to City sales and use tax are in fact remitting the appropriate amount to the Texas Comptroller of Public Accounts (TCPA), all internet sales that are subject to local City sales and use tax are in fact remitting to the TCPA, and the City is being correctly allocated all City sales and use tax due each month from the TCPA. The firm will also be expected to coordinate with the TCPA, provide monthly written reports to the City, and provide reports on sales and use tax trends, as well as research sales and use tax issues on an ad hoc basis when requested by the City.

Applicable Product Categories: 918-32 – Consulting Services (Not Otherwise Classified)
918-04 – Accounting, Auditing, Budget Consulting

Date Issued: February 20, 2026

Due Date & Time: March 23, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 1:30 p.m., Central Time, on March 2, 2026, via WebEx. Attendance at the Pre-Submittal Conference 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.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2348 173 5444 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m8b8d7a61ebfa53870fcc25e325e494d>

Evaluation Committee Voting Members:

Victoria Roeder, Deputy Finance Director, Finance Department
Alfredo Martinez, Interim Budget Director, Office of Management and Budget
Elizabeth Drouillard, Controller, Finance Department
Rosalia Vielma, Compliance & Resolution Administrator, Finance Department
Elizabeth Gerasimenko, Financial Reporting Manager, Finance Department

The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.



Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on March 6, 2026**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City's responses will be posted with this solicitation.

Morgan Aguirre, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Morgan.Aguirre@sanantonio.gov



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). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.

