

Request For Information



**Louisiana Uniform
Local Sales Tax Board**

Louisiana Multi-Parish Audit Program

RFI# 20220401

04/01/2022

Response Due Date: May 02, 2022

Response Due Time: 5:00 pm CST

Louisiana Uniform Local Sales Tax Board
7722 Office Park Blvd.
Baton Rouge, LA 70809
www.LULSTB.com

REQUEST FOR INFORMATION

RFI# 20220401

Multi-Parish Audit Program

RFI Coordinator	<p><i>All communication regarding this RFI <u>must</u> be made through the RFI Coordinator identified below:</i></p> <p><u>Name:</u> Roger Bergeron <u>Title:</u> Executive Director <u>Contact Information:</u> RogerB@LocalTaxBoard.com</p>
Response Submission	<p><u>Submission Deadline:</u> May 02, 2022, no later than 5:00 pm CST <u>Submit to:</u> RogerB@LocalTaxBoard.com</p>



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NOTICE

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The Louisiana Uniform Local Sales Tax Board seeks information regarding audit firms capable of conducting Louisiana sales tax audits at the local level.

Responses must be submitted by e-mail to: RogerB@LocalTaxBoard.com before 5:00 pm CST on May 02, 2022.



RFI DEFINITIONS/ACRONYMS

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Information:

1. **RFI:** Request for Information
2. **RFP:** Request for Proposal
3. **State:** State of Louisiana
4. **LULSTB:** Louisiana Uniform Local Sales Tax Board
5. **Respondent:** Any individual or organization submitting a response to this RFI



Louisiana Uniform Local Sales Tax Board

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PART I INTRODUCTION

A. Purpose and Background

This Request for Information (RFI) is an information-gathering effort, not a formal solicitation of a specific requirement (such as in a “Request for Proposals” document).

The Louisiana Uniform Local Sales Tax Board seeks information regarding professional firms able to conduct sales and use tax audits administered by local parishes in the State of Louisiana.

B. General Provisions

1. All contact with LULSTB regarding this RFI must be made through the aforementioned RFI Coordinator. No other person/government employee is empowered to make binding statements regarding this RFI.
2. This is a non-binding Request For Information. Therefore, no award shall be made as a result of the RFI process.
3. Issuance of this RFI does not commit LULSTB to pay any expenses incurred by a Respondent in the preparation of their response to this RFI.
4. Issuance of this RFI in no way constitutes a commitment by LULSTB to issue a Request for Proposal (RFP).
5. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments issued by LULSTB.



PART II INFORMATION SOUGHT

LULSTB will be responsible for the administration of the Multi-Parish Audit Program in the State of Louisiana.

LULSTB is seeking information regarding audit firms that have performed multiple local sales and use tax audits in the State of Louisiana.

- A. Audit Firm Contact Information**
- B. Audit Firm Answers**
- C. Additional Information**

Please provide additional information that LULSTB should consider in seeking a firm to meet its objective. In addition, provide any helpful suggestions for future RFP preparation, including what kind of statistics, requirements, and information LULSTB should furnish potential bidders.

PART III KEY RFI ITEMS

A. General Instructions

1. It is the responsibility of each interested party to examine the RFI and seek clarification in writing via e-mail to the RFI Coordinator if they do not understand any information or instructions.
2. Interested parties should use **Appendix A** – Contact Form – to submit contact information.
3. Interested parties should submit responses in **Appendix B** – Submitted Answer Form.
4. Interested parties should use **Appendix C** – Additional Information Form – to submit additional information relevant to this RFI.
5. The Appendices must be submitted by e-mail and received by the RFI Coordinator as soon as possible but no later than the date and time specified on the RFI cover page.
6. LULSTB assumes no liability for assuring accurate/complete/on-time e-mail transmission and receipt.

B. Submitting the Response

1. Responses Due
Responses must be received no later than the date and time listed on the cover page of this RFI document.
2. Delivery Instructions
Responses must be submitted to the RFI Coordinator via e-mail listed on the cover page of this RFI document.

PART IV SUBMISSION REQUIREMENTS

This section contains instructions for Respondents to use in preparing their responses. All answers are requested to follow the outline suggested below, including the Appendix A, B, and C formats, as provided in the following sections.

LULSTB seeks detailed and concise responses that demonstrate the Respondent's experience and familiarity with the subject matter. **As this is not a competitive RFP process, Respondents should not provide any specific cost or customized pricing documentation in their response.**

A. Response Format

1. The responses should be e-mailed to the RFI Coordinator as an attachment (**only** Appendix A, B, and C) in the specified format below.
2. All information should be presented in the same order and format described in Appendix A, B, and C.

B. Response Contents

Section I. Company information - Complete Appendix A (provided as an Appendix to this RFI)

Section II. Cost information

LULSTB is NOT asking for specific costs or customized pricing documentation. Therefore, do not provide specific pricing details in your response to this RFI.

PART IV REVIEW OF RESPONSES RECEIVED

General Information

LULSTB will review responses received for the purpose of gathering information and market research. However, LULSTB will not score or rate responses received.

LULSTB reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received.

PART V LIST OF RFI APPENDICES FOR RESPONSE

1. Appendix A – Response Cover Page
2. Appendix B – Submitted Answer Form
3. Appendix C – Additional Information Form

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RESPONSE COVER PAGE

Contact Person - Name/Title:	
Name of Firm:	
Phone:	
E-mail:	
Website (if applicable):	
Street Address:	
City/State/Zip:	
Officers:	



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SUBMITTED ANSWER FORM

Firm/Respondent's Name:	
RFI Questions	
1. How long has the firm been in business?	
Answer:	
2. How many parishes does the firm have under contract for private audit services for LA local sales /use tax?	
Answer:	
3. How many local sales and use tax audits has the firm completed in the last five years?	
Answer:	
4. How many auditors are employed by the firm that perform local sales and use tax audits?	
Answer:	
5. Of those, how many are Certified Public Accountants?	
Answer:	
6. Of those, how many have attained Certified Tax Examiner status from the LA Assn. of Tax Administrators?	
Answer:	
7. Is the firm observant of the requirements of LA Revised Statute 47:337.26? If not, explain.	
Answer:	
8. Is the firm observant of the best practice policies of the LATA and LAC Regulation 72:I.119? If not, explain.	
Answer:	
9. Can you provide any written recommendations from parishes your firm represents? If yes, please submit.	
Answer:	
10. Please provide any additional information that would assist the LA Uniform Local Sales Tax Board in evaluating your firm's qualifications for performing multi-parish audit assignments.	
Answer:	



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ADDITIONAL INFORMATION FORM

Please provide additional information which LULSTB should consider in seeking a firm to meet its objective. Provide any helpful suggestions for future RFP preparation, including what kind of statistics, requirements, and information LULSTB should furnish potential bidders.

Firm/Respondent's Name:	
Additional Information:	

** If a question is not related to your firm in regards to this RFI, please state "N/A" in the "Answer:" section of the question.*
*** Add additional rows, if necessary.*

