



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/12/2021

ALL

Item Creation Date:

T25698.A1 - Sales and Use Tax Audit Services -ORDINANCE (MUNISERVICES, LLC)

Agenda Item#: 61.

Summary:

ORDINANCE approving and authorizing a first amendment to a contract between the City and **MUNISERVICES, LLC** for sales/use tax audit and sales/use tax analysis and reporting services

Background:

S36-T25698.A1 - Approve an ordinance authorizing a first amendment to Contract No.4600014101 between the City of Houston and MuniServices, LLC (approved by Ord. No. 2016-0866 on November 9, 2016) to extend the contract term from November 11, 2021 to November 11, 2022 for sales and use tax audit services for the Finance Department.

Specific Explanation:

The Chief Business Officer/ Director of the Finance Department and the Chief Procurement Officer recommend that City Council approve an amending ordinance authorizing a First Amendment to the contract between the City of Houston and **MuniServices, LLC** to extend the agreement term for a maximum of twelve (12) months (**November 11, 2021 to November 11, 2022**) for sales and use tax audit services for the Finance Department.

The contract was originally awarded by City Council on November 9, 2016, per Ordinance No. 2016-0866 with a three-year term with two one-year options. The contract extension will allow sufficient time to complete the evaluation process and for the City to complete its contract negotiations of a new contract. The contract remaining balance is \$929,000.00, which provides funding until a new contract is executed.

The scope of work requires the contractor to perform a review of the City's businesses' sales/use tax remittances to ensure proper application of local sales/use tax law and achieve past and/or prospective compliance, as applicable. MuniServices,LLC will assist in the preparation and filing of amended returns and/or reallocation requests with the Texas Comptroller of Public Accounts (TCPA) in order to gain compliance. The contractor, on the City's behalf, may also provide additional documentation and supporting details to the TCPA to request its assistance in gaining compliance from taxpayers as needed.

M/WBE Participation:

The RFP was issued with a 5% goal for MWBE participation. MuniServices is achieving 5% MWBE goal participation. The Office of Business Opportunity will continue to monitor this contract to ensure MWBE participation.

Fiscal Note:

There is no impact to the fiscal budget, therefore, no fiscal note is required.

10/1/2021

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Jerry Adams
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Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

DocuSigned by:
Jason S...
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Department Approval Authority

10/5/2021

DS
MRK

Prior Council Action:

Ordinance No. 2016-0866, passed November 9, 2016

Amount and Source of Funding:

No Additional Funding Required.

Contact Information:

NAME:	DEPARTMENT/DIVISION	PHONE
Yesenia Chuca, Purchasing Manager	FIN/SPD	(832) 393-8727
Valerie Player-Kaufman, Senior Procurement Specialist	FIN/SPD	(832) 393-8749
Arif Rasheed, Deputy Director	FIN	(832) 393-9013

ATTACHMENTS:

Description

Form B
Contract No. 4600014101
Ordinance No. 2016-0866
Affidavit of Ownership or Control
Caption
RCA #T25698 Sales and Use Tax Audit Services

Type

Backup Material
Contract/Exhibit
Ordinance/Resolution/Motion
Public Notice
Other
Backup Material